



**FINAL  
MARK-TO-MARKET (M2M)  
RELEASE 5.7  
ONLINE SYSTEM  
OMHAR USERS GUIDE**

for the

U.S. Department of Housing and Urban Development (HUD)  
Office of Multifamily Housing Assistance Restructuring  
(OMHAR)



**April 30, 2004**

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**Mark-to-Market (M2M)  
Release 5.7  
Online System  
OMHAR Users Guide  
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## **1 M2M SYSTEM RELEASE 5.7 INTRODUCTION**

Mark-to-Market (M2M) Release 5.7 is a secured online HUD web application developed by the Department of Housing and Urban Development's (HUD) Office of Multifamily Housing Assistance Restructuring (OMHAR) to support OMHAR and its Participating Administrative Entities (PAEs) in the collection and tracking of data relative to expiring Section 8 contracts within the Mark-to-Market Program.

### **1.1 M2M Program Goals and Objectives**

M2M Release 5.7 introduces modifications to the existing system modules and properties going through the M2M Program processes by facilitating data collection and report generation of the following:

- ◆ Assigned assets to PAEs
- ◆ Critical dates tracking for M2M processes assigned to PAEs
- ◆ Deal restructure plan forms submission and closing data
- ◆ Reporting for PAE management
- ◆ Monitoring and auditing tools for OMHAR
- ◆ Other information relevant to the M2M Program
- ◆ Accommodate the progressive requirements of the M2M Program administrators

### **1.2 Business Functions**

Release 5.7 is designed to support M2M Program objectives by performing and centralizing the following functions:

- ◆ Assignment of eligible Section 8 property contracts to PAEs for the various renewal processes
- ◆ Tracking of assigned properties through the process or "pipeline" (tracking properties, assessment, due diligence, dates, etc.)
- ◆ Providing PAEs an online system to submit restructuring plan forms to OMHAR; and support OMHAR and its business partners in documenting and reporting on M2M Properties
- ◆ Reporting on the progress and performance of PAEs and their assigned properties. Provide OMHAR with a representation of currently assigned properties and assist PAEs in the management of their assigned portfolios.

Users of the M2M system include OMHAR (Headquarters (HQ) and regional office levels); OMHAR's PAEs, with whom OMHAR has executed agreements; and OMHAR's support contractors.

### **1.3 System Requirements**

Release 5.7 uses browser-based technology to provide access via the World Wide Web. To access the system, a user must have access to the Internet using an Internet Service Provider (ISP) and advanced browser software. Netscape Navigator 3.x browser software or higher, or Internet Explorer 4.0 or higher is recommended.

As M2M Release 5.7 is a secure, web-based system that contains sensitive information, security registration is required prior to gaining access. OMHAR staff must fill out a security form and forward it to ADP Security for approval and registration. Further information on the M2M system's security may be found in **Section 2, M2M System Security**.

The following hardware and software is required to access and operate M2M Release 5.7:

- ◆ Windows 95 or higher
- ◆ Netscape Navigator 3.x or higher, or Internet Explorer 4.0 or higher
- ◆ 486 processor or higher
- ◆ 16 megabyte memory or higher
- ◆ Hard Drive: 60MB Recommended;
- ◆ Video/Screen Resolution of 480x640 with 16 colors Display: SVGA;
- ◆ Internet Service Provider (ISP) connection with minimum modem speed of 28.8K bps (bits per second)

It is also expected that users of the M2M system have a basic understanding and proficiency in the use of computers, Windows, and web browsers.

OMHAR staff may access the M2M System via either the **Intranet** (<http://hudapps.hud.gov/ssmaster>) or the **Internet** ([https://hudapps.hud.gov/HUD\\_Systems/](https://hudapps.hud.gov/HUD_Systems/))

### **1.4 Tips for Using the System (Before Getting Started)**

Functions that are standard throughout the M2M system are explained in more detail in the following subsections.

### 1.4.1 Case-Sensitivity Sign-On

When signing onto the M2M system, it is necessary to note that user names and passwords are case-sensitive (i.e., whatever uppercase/lowercase convention is used to create User IDs and passwords, must be used to sign into the system).

### 1.4.2 Set Browser to Accept "Cookies"

Users must ensure that their browsers are set to "Accept All Cookies." The following paragraphs provide instructions for Netscape and Internet Explorer users to set this feature:

Netscape 4.5 users: select "Edit" on Netscape's tool bar; select "Preferences;" select "Advanced;" and in the Cookie section, click the radio button that reads "Accept All Cookies."

Internet Explorer 4.0 users: select "View" on the top tool bar; select "Internet Options", select "Advanced", scroll down below "Security" to "Cookies" and ensure "Always Accept Cookies" is checked.

For all other browsers, go through the "Help" section to ensure the browser is set to accept all cookies.

### 1.4.3 Saving Changes

After adding or updating data on any screen, follow the directions on that screen to retain any changes made before proceeding to another screen. In browser-based applications, data will be lost when navigating to other pages if not saved.

### 1.4.4 Date Format

All dates must be entered in the MM/DD/YYYY format.

### 1.4.5 Error Messages

If an error message is encountered anywhere in the M2M system when navigating from one screen to the next, follow the instructions presented in the resulting informational screen. If that does not resolve the problem, click the "Reload" button on Netscape's toolbar to reload the page (as shown below in Figure 1-1, Netscape Reload Button), or review the information last entered on the screen for accuracy.



Figure 1-1, Netscape Reload Button

If further technical assistance is needed, return to the Home screen and send an e-mail message through the link (located on the M2M home screen). Describe the question or problem in detail, and include a reply e-mail address (if different than the sender's), and name and telephone number of the contact person. A reply will be sent promptly.

## 2 M2M SYSTEM SECURITY

M2M is part of HUD's Secure Systems. Access to the system will be granted at the user level, restricted to selected OMHAR HQ, Regional Offices, HUD Intranet Guests, and PAE;s using the Internet that are acting as agents for OMHAR. The M2M database contains confidential information on HUD's portfolios and program participants. To perform processing functions in the M2M system, a user must have a valid User ID and password with the necessary roles and security access. The HUD Intranet Guest user will have view-only access to the system (i.e., they will not be able to make any updates to M2M data).

### 2.1 M2M Security Roles and Access Levels

The M2M system has four designated Secured System groups:

1. OMHAR HQ
2. Regional Office
3. Guest
4. PAE

The OMHAR HQ and Regional Office level users have a group property assignment function that associates them to all PAEs and properties referred to the M2M system.

The Regional Office have more restricted access to the M2M system than the OMHAR HQ user.

The Guest user has a "view only" access of the properties and the PAEs currently in the M2M system.

The PAE level has specific user property assignments for access to the system, the PAE user will be restricted to viewing and updating the properties to which they have been specifically assigned.

The M2M system reads the user's property assignments and their secured system group to provide additional security in the M2M system.

There are different levels of user access defined for the M2M system based on the user's group affiliation and property assignment is what they have access to view, make data entries or update information in the M2M system. There is an **M2M Administrator** responsible for the access permissions for the OMHAR (HUD) user ids and the coordination of the PAE registration for user and coordinator ids and their permission levels.

OMHAR users must fill out a form to obtain a HUD user id, then gain approval for a user id and M2M access from their supervisor and the M2M system administrator. ADP Security assigns a unique user id to all HUD staff requesting.

For PAEs, there are two roles: **Coordinator** and **User**.

For OMHAR, there are two roles: **HQ** and **Regional Office** roles.

PAE coordinators are responsible for permission levels for the users registered under their Tax ID for the M2M system access. Property assignment maintenance is the primary responsibility of the PAE Coordinator.

OMHAR HQ has asset allocation rights, approval rights, and other data entry responsibilities

OMHAR Regional Office users have similar rights as the OMHAR HQ users. The primary difference is the edit rights are restricted to HQ only.

The six M2M OMHAR regional offices (**San Francisco**; **New York**; **Chicago**; **Washington, DC**; **OMHAR Transaction Center**; and **Centralized Closing**) have OMHAR HQ as their system administrator for the M2M program. The regional offices will be responsible to notify OMHAR HQ of any changes in staff working on the M2M program in order to manage the access to the M2M system.

### **3 ACCESS TO THE M2M LOGIN SCREEN**

The M2M home screen may be accessed by authorized system users through HUD's Intranet. Users must have a Secure System user ID and password. **Reminder: both the user ID and password are case-sensitive.**

#### **3.1 Login Procedures**

OMHAR staff may access the M2M system through HUD's Intranet home Screen in Secure Systems or via the Internet. Access through the **Intranet** is by typing the following Intranet address: <http://hudapps.hud.gov/ssmaster>.

Each User is prompted with a request for their User ID and password. **Reminder: both the User ID and password are case-sensitive.** Click the underlined **Mark-to-Market (M2M)** link on the list of HUD System Projects.

Any User that is unsuccessful in signing onto the system after several attempts may need to have its password reset. Send a password reset request to the **System Administrator** via e-mail at: [m2minfo@hud.gov](mailto:m2minfo@hud.gov). **This is not an immediate process, but will be addressed as soon as possible.** Remember to include

contact information (name, User ID, e-mail address (if different than sender's) and a brief explanation of the problem).

### **3.2 Log Off Procedure**

Because M2M Release 5.7 contains sensitive financial data, Users are requested to use the Log Off button  feature when exiting the system or when leaving your computer running for an extended period of time. If the log off button is **not** used, another User may be able to reopen your web browser and access system pages.

### **3.3 Time Out Feature**

M2M Release 5.7 has a “**time-out**” feature. After a period of **2 hours** of inactivity, the User will be logged off the system and must go back to the **Secure Systems** log-in page to sign-in again.

## 4 M2M SYSTEM HOME SCREEN

Upon authentication from the server, the following home screen appears (Figure 4-1, M2M Home Screen):



Figure 4-1, M2M Home Screen

### 4.1 Asset Allocation Module Button

The **Asset Allocation** button provides access for an OMHAR HQ user to add or update PAEs to the M2M system, after which, the PAE may be assigned properties by a HQ user.

### 4.2 Critical Dates Tracking Module Button

The **Critical Dates Tracking** button provides access to the M2M properties. Within this module, OMHAR Users enter critical dates data in accordance with the predetermined M2M Program timeline for **Mortgage Restructuring**, **Rent Reduction Only without Mortgage Restructuring (Rent Reduction Only)**, and **Rent Comparability Review (Comp Review)** properties.

### 4.3 Restructuring Plans Module Button

The **Restructuring Plans** button provides Users with access to restructuring plan forms for assigned M2M properties. Online forms are for PAEs with properties going through the **Mortgage Restructuring** (Form 5.2, Part II.B Case Memorandum Term Sheet) and the **Rent Reduction Only** (Form 10.2 OMHAR

Reduction of Rent and Section 8 Contract Renewal Justification) renewal options and must be submitted by the PAEs via the M2M system to OMHAR.

#### 4.4 Closing Module Button

The **Closing** button gives Users a facility for tracking and updating select restructuring plan information and to retain the actual closing figures.

#### 4.5 Reports Module Button

The **Reports** button gives Users access to the reports in the system.

#### 4.6 E-Mail Link

The M2M system provides an **E-Mail** link on the home screen for Users of the system to send any questions or comments regarding the M2M system and problems or suggestions via Netscape's Messenger's e-mail format. Please be sure to include your name, a detailed narrative (if sending a question or if there is a problem), return e-mail address (if different from the sending address), contact name, and telephone number (including area code) to receive a timely reply.

♪ **Note:** Use Netscape's **Back** button to return to the M2M system after sending your e-mail message.

#### 4.7 Other HUDweb sites

Other useful HUDweb sites (such as HUD's home screen) are listed at the bottom of the screen. Click on an underlined link to visit a HUD web site.

♪ **Note:** You will be exiting the M2M system if you click one of the external HUD links. Use Netscape's **Back** button on the toolbar to return to the M2M system.

## 5 GENERAL INFORMATION ABOUT THE M2M PROCESS AND DATA ENTRY

M2M Release 5.7 allows Users to input and record dates critical to the M2M Program process, to input and submit restructuring plan forms data, and to perform other functions pertinent to the M2M Program. Property and management reports summarize the status and progress for M2M Program properties in order to assist in the management of assigned portfolios.

A data entry screen is included within the **Critical Dates Tracking** module to record critical dates for each property in the M2M system. Each of these data entry screens were designed to reflect the actual dates within the execution of a M2M Program process. A M2M renewal option is one of four types:

1. **Mortgage Restructuring**—Renewal with mortgage restructuring
2. **Rent Reduction Only**—Renewal with rent reduction and no debt restructuring (also referred to as OMHAR Life)
3. **Comp Review**—An owner declares its rents are below market and HUD's field office has requested a third party rent comparability review to determine market rents
4. **Post M2M Comp Review**—Mark-Up-To-Market Comp Review, A Comp Review performed after a Rent Reduction Only or Mortgage Restructuring has been completed

It is imperative that attention to detail be paid when entering data in the **Critical Dates Tracking** and the **Restructuring Plans** modules. Reports use this data to determine the progress and performance of the PAEs, Regional Offices, and OMHAR.

♪ **Note:** Inaccurate or incomplete data may misrepresent the progress (or lack thereof) of a property and associated contract throughout the M2M program.

Additional detailed information concerning the **Critical Dates Tracking** and **Restructuring Plans** modules may be found in **Section 7, Critical Dates Tracking Module** and in **Section 8, Restructuring Plans Module**, respectively.

## 6 ASSET ALLOCATION MODULE

The Asset Allocation module is accessible to OMHAR and Guest Account users by selecting the **Asset Allocation** button on M2M's home screen. OMHAR RO and Guest Account users will see a limited set of the functions as view only.

### 6.1 Asset Allocation Screen

The following screen (Figure 6-1, Asset Allocation Screen) will be returned when the Asset Allocation module button is clicked:

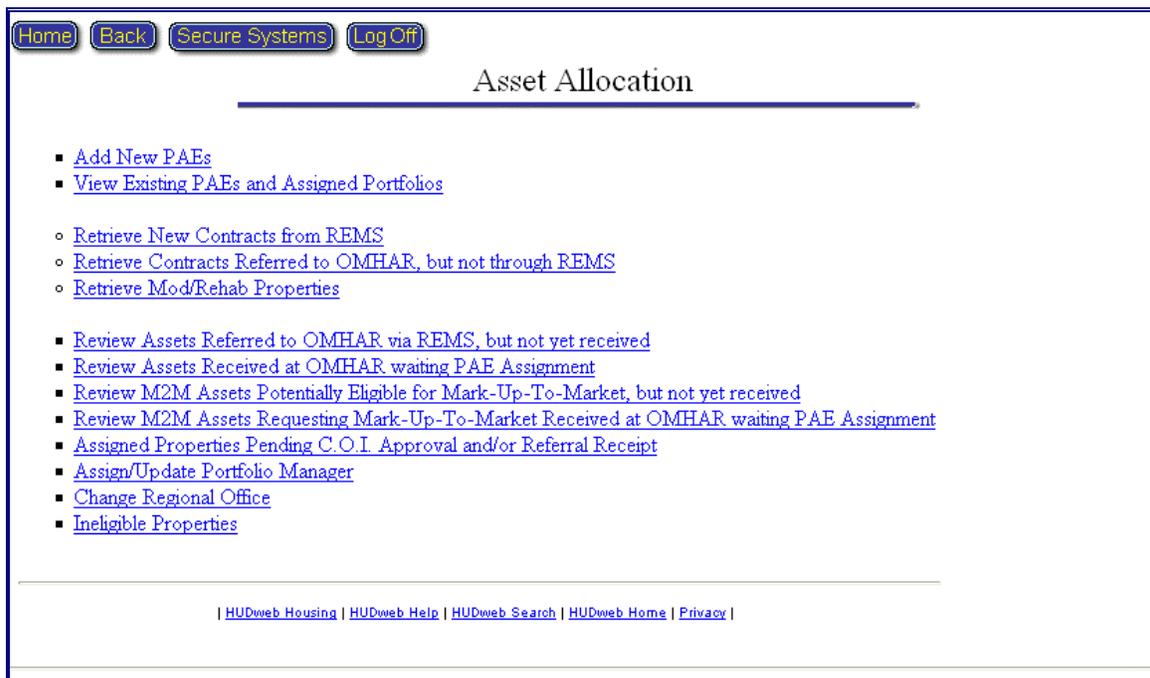


Figure 6-1, Asset Allocation Screen

The **Asset Allocation** screen allows access to the following functions:

- ◆ Add New PAEs
- ◆ View Existing PAEs and Assigned Portfolios
- ◆ Retrieve New Contracts from REMS
- ◆ Retrieve Contracts Referred to OMHAR, but not through REMS
- ◆ Retrieve Mod/rehab Properties
- ◆ Review Assets Referred to OMHAR via REMS, but not yet received
- ◆ Review Assets Received at OMHAR waiting PAE Assignment
- ◆ Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received
- ◆ Review M2M Assets Requesting Mark-Up-To-Market Received at OMHAR waiting PAE Assignment

- ◆ Assigned Properties Pending C.O.I. Approval and/or Referral Receipt
- ◆ Assign/Update Portfolio Manager
- ◆ Change Regional Office
- ◆ Ineligible Properties

The buttons appear in this order to logically instruct the user to complete the addition of a PAE (if not previously added to the M2M system) before attempting to assign properties.

The left side of this page provides access to the Critical Dates Tracking, Restructuring Plans, Closing, and Reports modules by clicking the respective buttons.

## 6.2 Add New PAEs Screen

This is the first step in adding new PAEs into M2M. When the **Add New PAEs** button is clicked, the screen below (Figure 6-2, Select a New PAE Screen), will appear:

The screenshot shows the 'Select A New PAE' screen. The left sidebar is blue and contains the M2M logo, the date 'September 14, 2001', and four buttons: 'Critical Dates Tracking', 'Restructuring Plans', 'Closing', and 'Reports'. Below these are links for 'Click on the mailbox to E-mail your comments and suggestions.' and 'User ID: C12259'. The main content area is white and titled 'Select A New PAE'. It contains instructions: 'To add a PAE to the Mark-to-Market system, enter the Tax Identification Number of the PAE below.' followed by a text input field labeled 'PAE TIN #:' and two buttons, 'Continue' and 'Clear'. At the bottom of the main area are links for 'HUDweb Housing', 'HUDweb Help', 'HUDweb Search', 'HUDweb Home', and 'Privacy'. At the top right of the main area are buttons for 'Home', 'Back', and 'Log Off'.

Figure 6-2, Select a New PAE Screen

The OMHAR HQ user must have the **Tax ID Number (TIN)** of each PAE that will be added. The M2M administrator notifies the REMS' administrator of new PAEs and their Tax ID numbers. The PAE and its TIN must exist in the REMS' Participant table **before** the PAE can be added to the M2M system. If an error message is returned, please recheck the TIN entered and, if necessary, contact the OMHAR security administrator. Do not use a dash when entering a TIN.

When a valid REMS PAE TIN is entered, the following **Add a PAE** screen will appear (shown on the next page as Figure 6-3, Add a PAE Screen). Where applicable, existing data from the REMS system is used to populate fields. Some fields will appear blank if the information is not found in REMS. The OMHAR HQ user is encouraged to complete, update and correct the M2M PAE data, whenever possible. The data used in the M2M system is what will be retained for M2M reporting and later submitted back to HUD.

### Add a PAE

**Note:** Remember to save your changes before proceeding to the next screen.

**PAE Name:** COLORADO HOUSING FINANCE AUTHORITY  
**Address:** 1981 BLAKE ST  
**City:** DENVER  
**State:** COLORADO  
**Zip:** 80202-1272  
**Telephone:** (303) 297-2432  
**Fax:** (303) 297-0911  
**E-mail:**  
**Director:**  
**Project Manager:**  
**PAE Start Date:**  
**Assigned OMHAR Hub:**  
**PAE Active Status:** Active  
**Property Assignment Cap:** 0  
**Current Active Property Assignment:** 0  
**Cumulative Property Assignment Number:** 0  
**Comment Box:** C

[View Existing PAEs](#)

Figure 6-3, Add a PAE Screen

After entering or updating PAE-related data, click the **Save Changes** button to save entered data.

### 6.2.1 Data Entry

The PAE Name field should have been automatically filled in. **Do not** change the spelling of the PAE Name.

It is mandatory that a value be chosen for the **PAE Type** field when adding a new PAE to the M2M system. The user must indicate by selecting from a drop-down

box whether the entity is a **Public** or **Non-Public** PAE. If no value is chosen when an attempt is made to save data, an error message will be displayed.

### 6.2.2 Successful Record Addition

M2M displays a confirmation message after a new PAE is successfully added to the system. After a PAE has been added into the M2M system, it is now available to receive property assignments by OMHAR HQ.

Clicking the **View Existing PAEs** link will take the user to the PAEs screen, where all of the PAEs in the system may be viewed and/or updated. The PAEs screen is further explained in **Section 6.3, View/Update PAEs Screen**.

### 6.3 View/Update PAEs Screen

After a PAE has been entered into the M2M system, the OMHAR HQ user may view or update PAE-related data, as necessary.

When the **View/Update PAEs** button is selected, the following screen (Figure 6-4, PAEs Screen) will appear:

[Home](#)
[Back](#)
[Log Off](#)

### PAEs

To **View/Update** PAE Details, click an underlined PAE name.

PAE Name	PAE Type (Public/ Non-Public)	Jurisdiction	PAE Status (Active/ Inactive)	Cumulative Property Assignment	Active			Cap	Assigned Regional Offices	
					Total	Full	Lite			
<a href="#">CHAMCO HOUSING CORPORATION</a>	N	Test jurisdiction	A	4	4	2	1	1	3	Washington
<a href="#">COLORADO HOUSING FINANCE AUTHORITY</a>	P	west	A	1	1	1	0	0	20	San Francisco
<a href="#">D.C. HOUSING FINANCE AGENCY</a>	P	Testing	A	0	0	0	0	0	10	Washington
<a href="#">FLINT LAFAYETTE LIMITED PARTNERSHIP</a>	P		A	0	0	0	0	0	0	New York
<a href="#">Florida Housing Finance Corporation</a>	N	Southeastern	A	26	19	11	4	4	500	Washington
<a href="#">INTERFAITH HOUSING ENTERPRISES, L.P.</a>	N		A	4	4	1	3	0	0	Washington
<a href="#">Jefferson County Assisted Housing Corporation</a>	N	Southern US	A	57	52	25	16	11	50	Washington
<a href="#">MASSACHUSETTS HOUSING FINANCE AGENCY</a>	P	Northeast	A	9	8	4	3	1	0	New York
<a href="#">OHFA</a>	P		A	0	0	0	0	0	0	
<a href="#">OHIO HOUSING FINANCE AGENCY</a>	N	Midwest	A	16	14	10	1	3	100	Chicago
<a href="#">OMHAR Transaction Center PAE</a>	N		A	1	1	0	1	0	0	
<a href="#">PENNSYLVANIA HOUSING FINANCE AGENCY</a>	P	Testing	A	32	30	17	7	6	100	
<a href="#">Tennessee Housing Development Agency</a>	P	Southeast	A	0	0	0	0	0	50	Washington
<a href="#">WEST VIRGINIA HOUSING DEVELOPMENT FUND</a>	N	Wash.	A	22	20	13	7	0	15	Washington

[Asset Allocation](#)

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Figure 6-4, PAEs Screen

This screen is a summary of the PAEs (in alphabetical order) currently entered in the M2M system. Assignment values on this screen are system-generated. Other PAE information is entered by the OMHAR HQ user either through the PAE View/Update PAE Details screen or the Add PAE screen.

### 6.3.1 View/Update PAE Data

To view or update a PAE's existing data, click its underlined link and the following View/Update PAE Details screen will be returned, Figure 6-5, View/Update PAE Details Screen:

[Home](#)
[Back](#)
[Log Off](#)

### View/Update PAE Details

To view this PAE's assigned properties, click [Assigned Properties](#).

PAE Name: <input type="text" value="INTERFAITH HOUSING ENTERPRISES, L.P."/> Address: <input type="text" value="c/o BARKAN PROPRTIE"/> <input type="text" value="24 FARNSWORTH STREET"/> City: <input type="text" value="BOSTON"/> State: <input type="text" value="MASSACHUSETTS"/> <input type="button" value="v"/> Zip: <input type="text" value="02210"/> - <input type="text" value="0000"/> PAE Type: <input type="text" value="Non-Public"/> <input type="button" value="v"/> <span style="color: red; font-size: x-small;">required</span> HFA Type: <input type="text" value="Local"/> <input type="button" value="v"/> Jurisdiction: <input type="text"/> Contact 1 Name: <input type="text"/> Contact 1 Phone: <input type="text"/> Contact 1 E-mail: <input type="text"/> Contact 2 Name: <input type="text"/> Contact 2 Phone: <input type="text"/> Contact 2 E-mail: <input type="text"/>	Telephone: <input type="text" value="(617) 737 - 78"/> Fax: <input type="text"/> Director: <input type="text"/> Project Manager: <input type="text"/> Proj. Mgr. Email: <input type="text"/> PAE Start Date: <input type="text"/> <span style="color: red; font-size: x-small;">mm/dd/yyyy</span> Assigned Regional Offices: <input type="text" value="Washington"/> <input type="button" value="v"/> PAE Active Status: <input type="text" value="Active"/> <input type="button" value="v"/> Cap: <input type="text" value="0"/> Current Active Property Assignment: 4 Cumulative Property Assignment Number: 4 Comment Box: <input type="text" value="C"/>
--	---

---

### Assigned Properties

To view/update a contract's critical dates, click its underlined contract number.

Property ID	Contract Status	Property Name	Contract Number	Contract Renewal Type	Expiration Date	Property City	Property State	Unassign Property	
80000170	A	BRADLEY PARK	<a href="#">AL090015023</a>	Full	11/13/1999	ATTALLA	ALABAMA	<input type="checkbox"/>	<input type="button" value="C"/>
800004524	A	TROPICAL MANOR APARTMENTS	<a href="#">FL29M000140</a>	Lite	04/30/1999	MERRITT ISLAND	FLORIDA	<input type="checkbox"/>	<input type="button" value="C"/>
800005817	A	COUGILL APARTMENTS	<a href="#">IL060030001</a>	Lite	09/11/1999	CHARLESTON	ILLINOIS	<input type="checkbox"/>	<input type="button" value="C"/>
800016046	A	VILLAGE SQUARE	<a href="#">NY060004021</a>	Lite	06/04/1999	WILLIAMSVILLE	NEW YORK	<input type="checkbox"/>	<input type="button" value="C"/>

Figure 6-5, View/Update PAE Details Screen

This screen closely resembles the **Add New PAE** screen. Its purpose is to allow the OMHAR HQ user the ability to update or add PAE data, as necessary. For example, if inaccurate data was previously entered or if the contact name has changed, it may be corrected or updated on this screen.

### 6.3.2 Assigned Properties Section

At the bottom of the View/Update PAEs screen, all of the current properties assigned to the PAE are listed in the **Assigned Properties** section. Clicking an underlined **contract number** link will take the user directly to the Critical Dates

Tracking data entry screen for that property. No properties will appear unless they have been assigned (refer to **Section 6.8, Review Asset Received at OMHAR waiting PAE Assignment**). This module is further discussed in detail in **Section 7, Critical Dates Tracking Module**. A Comment field is also available for each property.

### 6.3.3 Unassign Property

OMHAR HQ users may unassign a property from a PAE by putting a check mark () in the **Unassigned Property** box next to each property that is to be unassigned. Once the **Save Changes** button is clicked, each property will then be available for reassignment to another PAE in the Review/Assign Assets module. This action will reduce the PAE's **Current Active Property Assignment** and the **Cumulative Property Assignment Number** counts by one for each property unassigned as well as create a history record of the action. The 'OMHAR Receives Referral from Field Office' date is retained in the current critical dates to allow reassignment of the property.

## 6.4 Retrieve New Contracts from REMS Screen

It is important to note, that since M2M Release 5.7 is a web-based system, users of the system may be required to reload pages or manually retrieve data in order to have current information.

At least once a day, an OMHAR HQ user should retrieve new Section 8 contracts that qualify for the M2M Program from the REMS database by clicking the **Retrieve New Contracts from REMS** link (located on the **Asset Allocation** page). It may take several minutes for this process to complete. After the process has completed, a confirmation screen will appear.

From the **Retrieve New Contracts** confirmation screen, the OMHAR HQ user may select the **Review Assets** button to continue. The **Review Assets Referred to OMHAR via REMS, but not yet received** link (located on the **Asset Allocation** screen) will also take the User to the selection criteria for the Review Assets Referred to OMHAR via REMS, but not yet received section (as illustrated in Figure 6-6, Select Search Criteria below). This facilitates a focused search of properties once contracts referred to OHMAR have been retrieved.

 **Note:** To ensure that M2M-related properties are available for assignment on a timely basis, the **Retrieve New Contracts** button should be clicked at least once a day.

Home Back Secure Systems Log Off

Select Search Criteria for Reviewing Assets Referred to OMHAR via  
REMS But Not Received

Select one of the following criteria:

REMS ID:

FHA #:

Or select one or more of the following options:

Property:

State:

Continue Clear

Or click [HERE](#) to get ALL the properties Referred to OMHAR via REMS  
But Not Received.

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |

Figure 6-6, Select Search Criteria

Select one of the following criteria available to search for properties to be received:

- ◆ Enter a REMS ID for a specify property
- ◆ Enter a FHA Number for a specific property

Or select one or more of the following options available to search for properties to be received:

- ◆ Enter a Property's Name for a specific property
- ◆ Select a state from the drop-down list
- ◆ Click the underlined [HERE](#) link to retrieve all referred properties awaiting to be received

## 6.5 Retrieve Contracts Referred to OMHAR, but not through REMS Screen

Clicking this link from the Asset Allocation screen will display the screen shown below, Figure 6-7, Retrieve Contract Referred to OMHAR, but not through REMS. This function is for retrieving properties into M2M that have been referred to OMHAR, but have not had the proper renewal option code updated in REMS. The properties may be requested by property ID number or contract number.

**M2M**

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[Home](#) [Back](#) [Log Off](#)

Compile List Of Contracts Referred to OMHAR, but not through REMS

Enter Up To 10 Property IDs And/Or Contract Numbers In The Boxes Below:

Enter Up To Ten Property IDs Below:

1	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>
5	<input type="text"/>	6	<input type="text"/>
7	<input type="text"/>	8	<input type="text"/>
9	<input type="text"/>	10	<input type="text"/>

Enter Up To Ten Contract Numbers Below:

11	<input type="text"/>	12	<input type="text"/>
13	<input type="text"/>	14	<input type="text"/>
15	<input type="text"/>	16	<input type="text"/>
17	<input type="text"/>	18	<input type="text"/>
19	<input type="text"/>	20	<input type="text"/>

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Figure 6-7, Retrieve Contract Referred to OMHAR, but not through REMS

## 6.6 Retrieve Mod/Rehab Properties Screen

This function allows OMHAR HQ users to retrieve designated Mod/Rehab properties into M2M. The property may be selected by entering the Property Number or the FHA Number. Since these properties do not have renewal contracts, the user must enter a Contract Number and Expiration Date for tracking purposes within M2M. All currently saved mod/rehab contract numbers should be in the new format according to user defined specifications(For Example: FL001MR0001). The entry screen is show below in Figure 6-8, Mod/Rehab Properties Screen.

Home Back Log Off

### Select A Mod/Rehab Property

To add a Mod/Rehab Property to the Mark-to-Market system, enter the **Property Number** or the **FHA Number** and the **Contract Number** and its **expiration date** below.

Property #:

OR

FHA #:

AND

Contract #:

AND

Expiration Date:

Continue Clear

September 17, 2001

Critical Dates Tracking

Restructuring Plans

Closing

Reports

Click on the mailbox to E-mail your comments and suggestions.

User ID: C1229

Figure 6-8, Mod/Rehab Properties Screen

## 6.7 Retrieve Assets Referred to OMHAR via REMS, but not yet received

The **Retrieve Asset Referred to OMHAR via REMS, but not yet received** function allows OHMAR HQ users to review and assign receive dates to the selected properties. The search screen is described and shown in [Section 6.4 Retrieve New Contracts from REMS Screen](#) and [Figure 6-6, Select Search Criteria screen](#). The displayed properties are active, not assigned to a PAE, and do not have a Referral Receipt Date. The following steps direct users in making Receipt assignments:

1. Click the Add check box  next to the Property ID to indicate the property is have a Referral Receipt Date
2. If desired, click the Comment Box  to enter any comments
3. Enter the desired Referral Receipt Date (defaulted to current date)
4. Repeat steps 1-3 for each additional property
5. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box

- After all property selections have been made, enter your first name, middle initial, and last name in the **Enter Your Name** field

Enter Your Name:

- Click the Submit button  to save the Referral Receipt Dates and/or Ineligible designations for your selections

The Referral Receipt Date for a property will not be saved by M2M unless there is a check mark in the **Add** box in addition to the OMHAR HQ approver's name in the **Enter Your Name** field.

Any property that is not getting a receipt date or becoming Ineligible when the screen is saved, will be available the next time the **Retrieve Asset Referred to OMHAR via REMS, but not yet received** page is retrieved (depending upon the selection criteria used). Shown below in Figure 6-9, Asset Referred to OMHAR via REMS, but not yet received Screen, is a sample screen of selected properties.

Home Back Secure Systems Log Off

### Review Assets Referred to OMHAR via REMS But Not Received

The following is the result of your **800021703** property search.

- Check the Add box () next to each property that you are adding a referral receipt date.
- Click the  pop-up box next to each property ID to add any comments.
- Click the Submit button below to save your additions.

Add	Property Name	Property City	State	Sec 8 Contract Number	Referral Date	Sec 8 Contract Renewal Type	Referral Receipt Date	Ineligible
<input type="checkbox"/> <input type="text"/>	Berkley West Apartments	NEWPORT NEWS	VA	VA360031001	05/08/2003	Lite	<input type="text" value="06/24/2003"/>	<input type="checkbox"/> <input type="text"/>

Enter Your Name:  (First name, middle initial, last name)

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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Figure 6-9, Retrieve Asset Referred to OMHAR via REMS, but not yet received Screen

## 6.8 Review Assets Received at OMHAR waiting PAE Assignment

The **Review Asset Received at OMHAR waiting PAE Assignment** screen is used to review and assign properties to PAEs within the M2M system. M2M generates recommended property assignments based on predefined geographical criteria. This screen allows the OMHAR HQ user the ability to:

- ◆ See the geographically recommended PAE for a property
- ◆ Choose another PAE for the property

- ◆ Review a summary of the PAE that is being considered for selection
- ◆ Review a listing of all the properties awaiting assignment in the M2M system
- ◆ Review the M2M renewal type currently entered in REMS and the option of changing it in M2M
- ◆ Utilize comment boxes to add information/comments, as needed, for each assignment
- ◆ Indicate that the property is to be Ineligible
- ◆ Indicate that the property is to be a partial assignment for a Mortgage Restructuring Plan

The screen is depicted below as Figure 6-10, Review/Assign Assets Screen:

The screenshot shows a web interface titled "Review / Assign Assets". At the top, there are navigation buttons for "Home", "Back", and "Log Off". Below the title, a message states: "The following 2 out of 2 properties met your AL state search criteria." There are three bullet points providing instructions:
 

- Check the Assign box (checked) next to each property that you are assigning to a PAE. All of the contracts associated with the property will be assigned.
- Click the comment box next to each property ID to add any comments.
- Click the Submit button below to save your assignments.

 A table follows with the following columns: Assign, Property Name, Property City, State, Sec 8 Contract Number, Expiration Date, Partial, Sec 8 Contract Renewal Type, Regional Office, Recommended PAE Name, Cumulative Property Assignment, Property Assignment Cap, Current Active Assignment, and Ineligible. Two rows of data are shown:
 

Assign	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Partial	Sec 8 Contract Renewal Type	Regional Office	Recommended PAE Name	Cumulative Property Assignment	Property Assignment Cap	Current Active Assignment	Ineligible
<input type="checkbox"/> C	ANTON SQUARE APTS	PRICHARD	AL	AL090024060	10/31/2002	<input type="checkbox"/>	Full	Washington	Jefferson County Assisted Housing Corp.	44	23	30	<input type="checkbox"/> C
<input type="checkbox"/> C	WOODLANDS APARTMENTS	WHEATLER	AL	AL090024020	03/21/2003	<input type="checkbox"/>	Full	Washington	Jefferson County Assisted Housing Corp.	44	23	30	<input type="checkbox"/> C

 Below the table, there are input fields for "Enter Your Name:" and "Enter the Initial Assignment Date:" with a "SUBMIT" button. A note at the bottom says: "Before proceeding to another screen, save all changes by selecting the SUBMIT button." At the very bottom, there are links for "HUDweb Housing", "HUDweb Help", "HUDweb Search", "HUDweb Home", and "Privacy".

Figure 6-10, Review/Assign Assets Screen

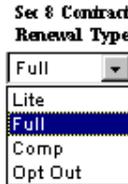
The following steps direct users in making property assignments in the M2M system (for each property that will be assigned to a PAE):

1. Review property data to ensure that it is accurate and complete

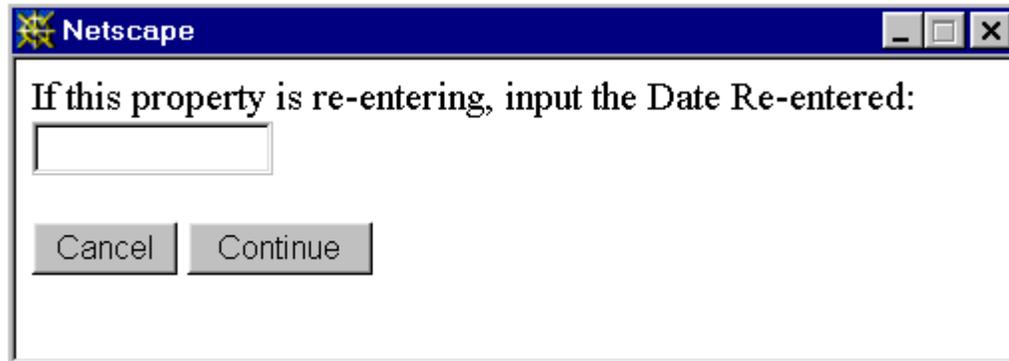
**Note:** Only one contract is displayed for each property. All contracts associated with the property will be assigned to the PAE with the one displayed.

2. Review the Contract Renewal Type field for the property to ensure that it is accurate. If necessary, click the drop-down box to change the renewal option (This change should only be made with the

documentation from the HUD Field Office or owner verifying the renewal option).

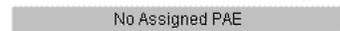


3. A pop-up window with the text 'If this property is re-entered, input the Date Re-entered:', and an input field shall be displayed if previously approved rent reduction only (lite) is changed to a mortgage restructuring (full).



♪ **Note:** This change is only effective within the M2M system and it may be necessary to contact other representatives of other systems to correct or update data.

4. Review the Recommended PAE Name generated by M2M. If there is no recommended PAE (based on the predefined criteria), the property will have "No Assigned PAE" as its Recommended PAE Name



If there is no recommended PAE or to select a different PAE than what was recommended, click the Recommended PAE Name button to select one from a list of PAEs. Click the Continue button to save the PAE selected from the list.

5. Click the Assign check box  next to the Property ID to indicate assignment approval
6. If desired, click the Comment Box  to enter any comments about the property assignment

7. If desired, click the Partial check box  next to the Expiration Date to indicate the property is to be a partial assignment (for a Mortgage Restructuring Plan only)
8. Repeat steps 1-6 for each additional property assignment
9. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box
10. After all property assignments have been made, enter your first name, middle initial, and last name in the **Enter Your Name** field  
**Enter Your Name:**
11. The system date is populated in the Enter Today's Date field. If necessary, it may be overwritten by the end-user with the correct initial assignment date. This is the data that populates the critical dates field for the initial assignment **Enter Today's Date:**
12. Click the Assign Assets button  to make the property assignments to the PAE or to save your selections before going to the next page (by clicking the Next Page button ) to make additional property assignments

The property-to-PAE assignment will not be created by M2M unless there is a check mark in the **Assign** box, values in the **Contract Renewal Type** and **Recommended PAE Name** fields (for each assigned property), in addition to the OMHAR HQ approver's name in the **Enter Your Name** field.

Any property that is not assigned when the assignments are made will be available the next time the **Review/Assign Assets** page is retrieved (depending upon the selection criteria used). Assets that were accurately assigned will not be retrieved on the page (unless they are later unassigned from the PAE and consequently returned to the pool).

The system will return a confirmation screen upon a successful assignment.

### **6.8.1 Assignment Dated Fields**

The date the property is assigned automatically populates **OMHAR Initial Assignment Date** field in the **Critical Dates Tracking** module for the specific asset. The PAE must submit Conflict of Interest Form 2.2 for clearance before the Asset is Accepted by the PAE date is filled in.

The PAE has three days after the assignment by OMHAR HQ to accept or decline the assignment. If the PAE declines the assignment after the property is assigned to them, the OMHAR HQ user must unassign the property by going into the **View/Update PAEs** module, selecting the PAE, and entering a check mark in each **Unassigned Property** box under the **Assigned Properties** section, and saving the changes. This will make the property available for reassignment to another PAE in the **Review/Assign Assets** screen. More detail on this PAE/property unassignment may be found in **Section 6.3, View/Update PAEs Screen**.

For each property assignment, OMHAR HQ should review the **Critical Dates Tracking** screen to confirm the dates and data entered for the contracts assigned to the PAEs have complete and accurate data pulled from REMS.

### 6.9 Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received

This function allows OMHAR HQ users to enter the Referral Receipt Date and Referral Date for multiple properties at a time instead of going through each property's Critical Dates Tracking screen. The search screen allows selecting ALL Properties Potentially Eligible for Mark-Up-To-Market, But Not Yet Received. The screen is depicted below in Figure 6-11, Review M2M Asset Potentially Eligible for Mark-Up-To-Market But Not Received Screen.

**Review M2M Assets Potentially Eligible for Mark-Up-To-Market, but not yet received**

**The following 4 out of 4 properties met your All search criteria.**

- Check the Add box (  ) next to each property that you are adding a referral receipt date.
- Click the Submit button below to save your additions.

Add	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Renewal Type	Completed As	Referral Receipt Date	Referral Date
<input type="checkbox"/>	Magnolia Village	AMERICUS	GA	GA06L000006	05/31/1999	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>
<input type="checkbox"/>	CARMICHAELS ARBORS	CARMICHAELS	PA	PA280015017	08/12/1999	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>
<input type="checkbox"/>	MON VIEW HEIGHTS	WEST MIFFLIN	PA	PA28L000026	08/31/1999	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>
<input type="checkbox"/>	LAKEVIEW TERRACE APTS	CHAMBERLAIN	SD	SD99M000026	04/30/2000	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>

Enter Your Name:  (First name, middle initial, last name)

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

[HUDweb Housing](#) | 
 [HUDweb Help](#) | 
 [HUDweb Search](#) | 
 [HUDweb Home](#) | 
 [Privacy](#) |

Figure 6-11, Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Received Screen

To add or change the information for a property, check the Add box, enter the **Referral Receipt Date** and the **Referral Date**, your name, and click the **SUBMIT** button.

## 6.10 Review M2M Assets Requesting Mark-Up-To-Market Received at OMHAR waiting PAE Assignment

This function allows OMHAR HQ users to assign properties requesting Mark-up-to-Market Comp Reviews to a PAE. The search screen allows selecting ALL Properties Requesting Mark-Up-To-Market Received at OMHAR waiting PAE Assignment. The screen is depicted below in Figure 6-12, Review M2M Asset Requesting Mark-Up-To-Market Received at OMHAR waiting PAE Assignment Screen.

Home Back Log Off

### Review / Assign Assets

The following 1 out of 1 properties met your All search criteria.

- Check the Assign box (  ) next to each property that you are assigning to a PAE. All of the contracts associated with the property will be assigned.
- Click the Submit button below to save your assignments.

Assign	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Renewal Type Completed As	Regional Office	Recommended PAE Name	Cumulative Property Assignment	Property Assignment Cap	Current Active Assignment
<input checked="" type="checkbox"/>	OXFORD PLACE	PROVIDENCE	RI	R43H023013	01/24/2000	Lite	New York	Rhode Island Housing & Mortgage FC	4	20	3

Enter Your Name:  (First name, middle initial, last name)

Enter the Initial Assignment Date:

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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Figure 6-12, Review M2M Assets Requesting Mark-Up-To-Market Received at OMHAR waiting PAE Assignment Screen

To assign a property, check the **Assign Box**, select a **Regional Office** and a **PAE**, enter **your name** and a **date**, and click the **SUBMIT** button.

## 6.11 Assigned Properties Pending C.O.I. Approval and/or Referral receipt

This function allows OMHAR HQ users to enter the COI Approval Date and/or Referral Date for multiple properties at a time instead of going through each property's Critical Dates Tracking screen. The search screen allows selecting properties by PAE Name or ALL Properties Pending C.O.I. Approval and/or Referral Receipt. Only assigned properties that do not already have both a COI Approval Date and Referral Date are selected. The screen is depicted below in Figure 6-13, Assigned Properties Pending C.O.I. Approval and/or Referral Receipt Screen.

Home
Back
Log Off

### Assigned Properties Pending C.O.I. Approval and/or Referral Receipt

The following **3** out of **3** properties are the result of your **COLORADO HOUSING FINANCE AUTHORITY PAE** search.

Property ID	Property Name	City	State	Renewal Type	OMHAR Initial Assignment Date	OMHAR Receives Referral from Field Office	OMHAR Approves C.O.I. Form 2.2
80000827	ALMA PARK APARTMENTS	MESA	AZ	Full	02/22/2001	<input type="text"/>	<input type="text"/>
800003920	BAPTIST TOWERS OF JACKSONVILLE	JACKSONVILLE	FL	Lite	08/01/2000	<input type="text"/>	02/01/2000
800014678	ESCONDIDO APARTMENTS	LAS VEGAS	NV	Full	06/21/2001	06/21/2001	<input type="text"/>

Enter Your Name:  (First name, middle initial, last name)

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

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Figure 6-13, Assigned Properties Pending C.O.I. Approval and/or Referral Receipt Screen

To add or change the information for a property, enter the Referral Receipt Date and/or COI Approval Date, your name, and click the Save Changes button.

## 6.12 Assign/Update Portfolio Manager

This function allows OMHAR HQ users to assign or update the Portfolio Manager for the selected properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, PAE Name, Portfolio Manager, Closing Date, Assignment Status or ALL Assigned Properties. The Search screen is depicted below in Figure 6-14-1, Select Search Criteria for Assign/Update Portfolio Manager Screen. The Portfolio Manager screen is depicted below in Figure 6-14-2, Assign/Update Portfolio Manager Screen. Removing or changing the Portfolio Manager of a property will generate a history record of the action.

[Home](#) [Back](#) [Secure Systems](#) [Log Off](#)

### Select Search Criteria for Assign/Update Portfolio Manager

Select one of the following criteria:

REMS ID:

FHA #:

---

Or select one or more of the following options:

Property:

State:

Portfolio Manager:

Closing Date:

Assignment Status:

Or click [HERE](#) to get ALL properties.

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Figure 6-14-1, Select Search Criteria for Assign/Update Portfolio Manager Screen

[Home](#) [Back](#) [Secure Systems](#) [Log Off](#)

### Assign/Update Portfolio Manager Of Assigned Properties

The following is the result of your 800000093 property search.

Enter all dates in mm/dd/yyyy format.  
 Enter Date Unassigned before you reassign a new portfolio manager.  
 To assign/reassign Portfolio Manager, enter manager's name first. Then enter Date Assigned.  
 Click the Save Changes button to save all updates/changes.

PAEName	Status	Property			Portfolio			New Portfolio		
		ID	Property Name	City	State	Manager Name	Date Assigned	Date Unassigned	Manager Name	Date Assigned
ONTRA, Inc.	C	800000093	EXECUTIVE ESTATES	FAIRBANKS	AK	R.E.R., Inc.	11/19/2009	<input type="text"/>	<input type="text"/>	<input type="text"/>

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

---

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |

Figure 6-14-2, Assign/Update Portfolio Manager Screen

To assign/change the Portfolio Manager for a property, select from the drop down options.

### 6.13 Change Regional Office Screen

This function allows OMHAR HQ users to change the assigned Regional Office for the selected properties. The search screen allows selecting properties by State, PAE Name, Property ID, or ALL Assigned Properties. The screen is depicted below in Figure 6-15, Change Regional Office Screen. Changing the regional office of a property will generate a history record of the action.

Home Back Log Off

### Regional Office Changes Of Assigned Properties

The following 2 out of 2 properties met your DISTRICT OF COLUMBIA state search criteria.

Status	Property ID	Property Name	City	State	Renewal Type	Regional Office
<b>D.C. HOUSING FINANCE AGENCY</b>						
A	800003738	HEDIN HOUSE	WASHINGTON	DC	Full	Washington
<b>VENCOR, INC.</b>						
A	800003783	ST. MARY'S COURT	WASHINGTON	DC	Full	Washington

Regional Office Change Date:  (mm/dd/yyyy)

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#)

Figure 6-15, Change Regional Office Screen

To change the regional office for a property, select from the drop down options,

**Regional Office**

- Washington
- Chicago
- New York
- San Francisco
- Washington
- Centralized Closing

enter the Change Date (defaulted to current date), and click the Save Changes button.

### 6.14 Ineligible Properties Screen

This function allows OMHAR HQ users to reactivate properties that have been designated as Ineligible. The search screen allows selecting properties by State,

Property ID, or ALL Ineligible Properties. The screen is depicted below in Figure 6-16. Ineligible Properties Screen.

The screenshot shows a web interface titled "Ineligible Properties". At the top, there are three buttons: "Home", "Back", and "Log Off". Below the title, a message states: "The following 5 out of 5 properties met your KS state search criteria." A table follows with columns: Property ID, Property Name, City, State, Date Selected As Ineligible, Comments, and Reactivate Ineligible Property. The table lists five properties. Below the table is a form with fields for "Enter Your Name:" and "Enter Eligibility Date:" with a "Save Changes" button. A note at the bottom says: "Before proceeding to another screen, save all changes by clicking the Save Changes button." At the very bottom, there are links for HUDweb Housing, HUDweb Help, HUDweb Search, HUDweb Home, and Privacy.

Property ID	Property Name	City	State	Date Selected As Ineligible	Comments	Reactivate Ineligible Property
800007194	DALE APARTMENTS	COFFEYVILLE	KS	11/06/2000	Allan bird Property	<input type="checkbox"/>
800007254	HILLSIDE TERRACE APTS	PRATT	KS	04/25/2001	Mark Up to Market - according to REMS	<input type="checkbox"/>
800007262	JESSE COUP APTS	HOPE	KS	11/08/2000	demo	<input type="checkbox"/>
800007329	Osage Trails/Westgate Homes	PARSONS	KS	11/15/2000	Allan Bird property, HUD Hub performing the RCS	<input type="checkbox"/>
800007356	PLAZA APARTMENTS	COFFEYVILLE	KS	11/06/2000	Allan Bird Property	<input type="checkbox"/>

Enter Your Name:  (First name, middle initial, last name)  
 Enter Eligibility Date:

Before proceeding to another screen, save all changes by clicking the Save Changes button.

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#)

Figure 6-16, Ineligible Properties Screen

To reactivate a property, click the **checkbox** for the desired properties, enter **your name**, the **Eligibility Date** (defaulted to current date), and click the **Save Changes** button.

## 7 CRITICAL DATES TRACKING MODULE

The Critical Dates Tracking module is accessed by clicking the **Critical Dates Tracking** button on M2M's home screen. Within the Critical Dates Tracking module, OHMAR users may enter and modify critical date fields and their associated comments, view any associated history information, change the renewal type (HQ only), and end the M2M process.

Clicking **Critical Dates Tracking** button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 7-1, Search Criteria For Critical Dates Tracking Screen.

Home Back Secure Systems Log Off

### Select Search Criteria for Critical Dates Tracking

Select one of the following criteria:

REMS ID:  FHA #:

---

Or select one or more of the following options:

State:

PAE:

Relationship Manager:

Property:

Status:

Renewal Type:

Or click [HERE](#) to get ALL properties.

| [HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |

Figure 7-1, Search Criteria For Critical Dates Tracking Screen

Select one of the following criteria available to retrieve properties for the **Critical Dates Tracking** module:

- ◆ Enter a REMS ID for a specify property
- ◆ Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve properties for the **Critical Dates Tracking** module:

- ◆ Select a **state** from the drop-down list
- ◆ Select a **PAE** from the drop-down list
- ◆ Select a **Relationship Manager** from the drop-down list
- ◆ Enter a Property's Name for a specific property
- ◆ Select a Property's **Status** (Active or Completed)
- ◆ Select a **Renewal Type** (Mortgage Restructuring, Rent Reduction only, Comp Review or Post M2M Comp Review)
- ◆ Click the underlined [HERE](#) link to retrieve all properties in the system

## 7.1 Assigned Properties Screen

The **Assigned Properties** screen (shown below as Figure 7-2, Assigned Properties) will be returned once the search is performed (based on the criteria on the Select Search page).

The screenshot shows a web interface titled "Assigned Properties". At the top, there are three buttons: "Home", "Back", and "Log Off". Below the title, a message states: "The following 2 out of 2 properties met your Active, Mortgage Restructuring search criteria." A note below says: "To view/update a contract's critical dates, click its underlined Contract Number." A table follows with the following data:

Status	Property Name	Sec 8 Contract Number	Sec 8 Contract Renewal Type	Expiration Date	Property City	State
A	MT VERNON PLAZA II	<a href="#">OH160001001</a>	Mortgage Restructuring	09/13/1999	COLUMBUS	OH
A	SKYLINE TERRACE	<a href="#">OH12M000095</a>	Mortgage Restructuring	06/30/1999	CANTON	OH

At the bottom of the screen, there is a footer with links: | [HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |

Figure 7-2, Assigned Properties

All of the assigned properties that have a renewal option will be displayed (based on the criteria used to select property) and have a link to a **Critical Dates Tracking** form.

## 7.2 Contract Number Link

The **Assigned Properties** screen displays all assigned properties and pertinent information. It also contains the highlighted contract number [FL29M000113](#) as a link to access the **Critical Dates Tracking** form to enter or view the critical dates. The contract highlighted will be the first expiring contract for the property. The resulting screen is the **Critical Dates Tracking** screen (discussed in the next section).

## 7.3 Critical Dates Tracking Screen

After a contract link is selected, a Critical Dates Tracking screen is retrieved (based on the property's M2M renewal option type). Figure 7-3, Mortgage Restructuring Critical Dates Screen, on the next page, provides an example of a Critical Dates Tracking screen for a property with a Mortgage Restructuring renewal option. The **Critical Dates Tracking** screens vary depending upon the M2M renewal type.

Figure 7-3-1, Mortgage Restructuring Critical Dates Screen (Partial), on the following page provides an example of a Critical Dates Tracking screen for a property designated as a partial assignment. HQ users may check the steps that need to be performed by the PAE and also enter a due date for selected steps. Only the steps that are checked or have a due date will be displayed to the PAE. Regional Office users may input due dates, but cannot select any of the other steps.

Figure 7-3-2, Post M2M Comp Review Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a Mark-Up-To-Market Comp Review assignment.

Home | Back | Help/Instructions | Logout

### Critical Dates Tracking

**HERMES Property ID:** 0000000  
**Primary FEA Number:** 1763037  
**Contract Number:** AR27LR0001  
**Regional Office:** TEST - Proj 2.0  
**HRD Project Manager:** SUZETTE J KEYSER

**Property Name:** OMBAR PROPERTY  
**FAE Name:** TEST FAE  
**Revised Type:** Mortgage Restructuring  
**Portfolio Manager:** Not entered  
**Deal Assigned:** Not entered

To view previous FAE or Critical Dates for previous restruct types or previous Portfolio Managers, click on historical data link below.

**Historical Data**

To view or update the OMBAR Comment Log, click on the OMBAR Comment Log link below.

**OMBAR Comment Log**

Owner Display	Short Term Contract Renewal	Assignment to FAE	Data Collection	Underwriting	Loan Approval	Closing	Post Closing
-30	-45	-60	-75	-90	-105	-120	-135

There are **-1700** days left until the Section 8 contract expires.  
 The contract is currently in the **Closing and Post Closing** phase.

When was a successful signal from the system, click here to [Update the Plans](#).

Click the **Save** button near the bottom of this screen to save all up-date changes.

Enter all dates in mm/dd/yyyy format.

**Original Section 8 Expiration Date (Post MARRA):** 9/30/1999

**Current Section 8 Expiration Date:** 9/30/1999

**Field Office Reversion Intend to Revert Back Owner:** 12/31/1999

**Field Office Status to OMBAR:** 12/31/1999

**OMBAR Reversion Rollback from Field Office:** 12/31/1999

**Plans: Assignment/Assessment**

OMBAR Decide List of Potential Assets: 10/27/1999

OMBAR Approve OOI Form 2.2: 11/03/1999

FAE Accepts Assignment: 11/05/1999

FAE's updated Restructuring Plan (Form 2.2) Submission Date: [ ]

Automated PCA Minimum Date Post 2.2 Waiver: [ ]

OMBAR Plans Property On Hold: [ ]

Assigned On Hold Reversal Date: [ ]

OMBAR Reversal Property From On Hold: [ ]

**Plans: Data Collection/Due Diligence**

**Data Collection:**

FAE and Owner Have Kickoff Meeting: 11/16/1999

PCA Assigned by FAE: 11/16/1999

Approval Assigned by FAE: 11/17/1999

Trust Meeting - #1: 12/1/1999

Trust Meeting - #2: 12/21/1999

Owner Submits Data Collection Report: [ ]

**Due Diligence:**

FAE's PCA Complete: 01/15/2000

FAE's Approval Complete: 01/16/2000

FAE Complete Due Diligence: 01/22/2000

**Plans: Underwriting/Restructuring Plan**

Trust Meeting - #2: 02/01/2000

Initial FAE Restructuring Plan Submission to OMBAR: 02/19/2000

FAE Submits Restructuring Plan to OMBAR: 02/19/2000

OMBAR Reversal Complete Restructuring Plan and Form 2.2: 02/19/2000

Deal Assigned to Underwriter: [ ]

Underwriting Program: Washington

**Plans: Loan Picking/Approval Process**

OMBAR Approve Restructuring Plan: 06/16/2000

OMBAR Reversal Restructuring Plan to FAE for Reversal: [ ]

OMBAR Reversal FAE re-submission: [ ]

Number of Re-submissions: 0

Restructuring Commitment Entered by Owner: [ ]

**Closing Issues:**

Additional Funds:

Final Financing Existing Loan:

2nd Draw:

SPA:

Change:

QIP Date Relief:

**Other Issues:**

Mid Rollback:

Bankruptcy:

Policy:

Other:

**Plans: Closing and Post Closing**

**Closing:**

Scheduled Closing Date: 06/30/2000

Closing Date: 07/05/2000

New Section 8 Contract Effective Date: 06/30/2000

Section 8 Contract Type: [ ]

**Post Closing:**

Closing Documents Distributed by FAE: [ ]

Transactions Moved into Hold to Multi-Family Housing: [ ]

Multi-Family indicated on morning was necessary:

Deal Action Other than Closing Document: [ ]

Check Option Selected Entire

OMBAR Reversal Restructuring Plan is Not Feasible Due to Financially Not Viable

Owner Paid PCA, Issued Loan (FAE must enter new submittal into Form 2.2)

Ineligible for OMBAR - "Bad Owner" Determination

Ineligible for OMBAR - Reason below or equal to Market

Ineligible for OMBAR - Credit Review Sheet, Loan Financing Determinate and Restructuring Plan

Suitable for OMBAR - Other (Include determination and type details)

Determined Owner to be Unreparable - FAE Does Not have Restructuring Commitment

Restructuring Commitment Issued but Not Entered by Owner (FAE must enter new market reval into Form 2.2)

Owner Opted Out of Section 8 Program

The Ineligible options, if entered, will automatically update the "Warning in REM" once the "Deal M2M Process" button is selected.

OMBAR Comment Text: [ ]

FAE Comment Text: [ ]

Click here to go to Restructuring Plan for Form 2.2

Click here to go to the Closing Module

Click here if completed the M2M program.

Click here to change the M2M Reversal Type (Approved Form 2.2 is Required)

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 | 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 | 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 | 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 | 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 171 | 172 | 173 | 174 | 175 | 176 | 177 | 178 | 179 | 180 | 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 213 | 214 | 215 | 216 | 217 | 218 | 219 | 220 | 221 | 222 | 223 | 224 | 225 | 226 | 227 | 228 | 229 | 230 | 231 | 232 | 233 | 234 | 235 | 236 | 237 | 238 | 239 | 240 | 241 | 242 | 243 | 244 | 245 | 246 | 247 | 248 | 249 | 250 | 251 | 252 | 253 | 254 | 255 | 256 | 257 | 258 | 259 | 260 | 261 | 262 | 263 | 264 | 265 | 266 | 267 | 268 | 269 | 270 | 271 | 272 | 273 | 274 | 275 | 276 | 277 | 278 | 279 | 280 | 281 | 282 | 283 | 284 | 285 | 286 | 287 | 288 | 289 | 290 | 291 | 292 | 293 | 294 | 295 | 296 | 297 | 298 | 299 | 300 | 301 | 302 | 303 | 304 | 305 | 306 | 307 | 308 | 309 | 310 | 311 | 312 | 313 | 314 | 315 | 316 | 317 | 318 | 319 | 320 | 321 | 322 | 323 | 324 | 325 | 326 | 327 | 328 | 329 | 330 | 331 | 332 | 333 | 334 | 335 | 336 | 337 | 338 | 339 | 340 | 341 | 342 | 343 | 344 | 345 | 346 | 347 | 348 | 349 | 350 | 351 | 352 | 353 | 354 | 355 | 356 | 357 | 358 | 359 | 360 | 361 | 362 | 363 | 364 | 365 | 366 | 367 | 368 | 369 | 370 | 371 | 372 | 373 | 374 | 375 | 376 | 377 | 378 | 379 | 380 | 381 | 382 | 383 | 384 | 385 | 386 | 387 | 388 | 389 | 390 | 391 | 392 | 393 | 394 | 395 | 396 | 397 | 398 | 399 | 400 | 401 | 402 | 403 | 404 | 405 | 406 | 407 | 408 | 409 | 410 | 411 | 412 | 413 | 414 | 415 | 416 | 417 | 418 | 419 | 420 | 421 | 422 | 423 | 424 | 425 | 426 | 427 | 428 | 429 | 430 | 431 | 432 | 433 | 434 | 435 | 436 | 437 | 438 | 439 | 440 | 441 | 442 | 443 | 444 | 445 | 446 | 447 | 448 | 449 | 450 | 451 | 452 | 453 | 454 | 455 | 456 | 457 | 458 | 459 | 460 | 461 | 462 | 463 | 464 | 465 | 466 | 467 | 468 | 469 | 470 | 471 | 472 | 473 | 474 | 475 | 476 | 477 | 478 | 479 | 480 | 481 | 482 | 483 | 484 | 485 | 486 | 487 | 488 | 489 | 490 | 491 | 492 | 493 | 494 | 495 | 496 | 497 | 498 | 499 | 500 | 501 | 502 | 503 | 504 | 505 | 506 | 507 | 508 | 509 | 510 | 511 | 512 | 513 | 514 | 515 | 516 | 517 | 518 | 519 | 520 | 521 | 522 | 523 | 524 | 525 | 526 | 527 | 528 | 529 | 530 | 531 | 532 | 533 | 534 | 535 | 536 | 537 | 538 | 539 | 540 | 541 | 542 | 543 | 544 | 545 | 546 | 547 | 548 | 549 | 550 | 551 | 552 | 553 | 554 | 555 | 556 | 557 | 558 | 559 | 560 | 561 | 562 | 563 | 564 | 565 | 566 | 567 | 568 | 569 | 570 | 571 | 572 | 573 | 574 | 575 | 576 | 577 | 578 | 579 | 580 | 581 | 582 | 583 | 584 | 585 | 586 | 587 | 588 | 589 | 590 | 591 | 592 | 593 | 594 | 595 | 596 | 597 | 598 | 599 | 600 | 601 | 602 | 603 | 604 | 605 | 606 | 607 | 608 | 609 | 610 | 611 | 612 | 613 | 614 | 615 | 616 | 617 | 618 | 619 | 620 | 621 | 622 | 623 | 624 | 625 | 626 | 627 | 628 | 629 | 630 | 631 | 632 | 633 | 634 | 635 | 636 | 637 | 638 | 639 | 640 | 641 | 642 | 643 | 644 | 645 | 646 | 647 | 648 | 649 | 650 | 651 | 652 | 653 | 654 | 655 | 656 | 657 | 658 | 659 | 660 | 661 | 662 | 663 | 664 | 665 | 666 | 667 | 668 | 669 | 670 | 671 | 672 | 673 | 674 | 675 | 676 | 677 | 678 | 679 | 680 | 681 | 682 | 683 | 684 | 685 | 686 | 687 | 688 | 689 | 690 | 691 | 692 | 693 | 694 | 695 | 696 | 697 | 698 | 699 | 700 | 701 | 702 | 703 | 704 | 705 | 706 | 707 | 708 | 709 | 710 | 711 | 712 | 713 | 714 | 715 | 716 | 717 | 718 | 719 | 720 | 721 | 722 | 723 | 724 | 725 | 726 | 727 | 728 | 729 | 730 | 731 | 732 | 733 | 734 | 735 | 736 | 737 | 738 | 739 | 740 | 741 | 742 | 743 | 744 | 745 | 746 | 747 | 748 | 749 | 750 | 751 | 752 | 753 | 754 | 755 | 756 | 757 | 758 | 759 | 760 | 761 | 762 | 763 | 764 | 765 | 766 | 767 | 768 | 769 | 770 | 771 | 772 | 773 | 774 | 775 | 776 | 777 | 778 | 779 | 780 | 781 | 782 | 783 | 784 | 785 | 786 | 787 | 788 | 789 | 790 | 791 | 792 | 793 | 794 | 795 | 796 | 797 | 798 | 799 | 800 | 801 | 802 | 803 | 804 | 805 | 806 | 807 | 808 | 809 | 810 | 811 | 812 | 813 | 814 | 815 | 816 | 817 | 818 | 819 | 820 | 821 | 822 | 823 | 824 | 825 | 826 | 827 | 828 | 829 | 830 | 831 | 832 | 833 | 834 | 835 | 836 | 837 | 838 | 839 | 840 | 841 | 842 | 843 | 844 | 845 | 846 | 847 | 848 | 849 | 850 | 851 | 852 | 853 | 854 | 855 | 856 | 857 | 858 | 859 | 860 | 861 | 862 | 863 | 864 | 865 | 866 | 867 | 868 | 869 | 870 | 871 | 872 | 873 | 874 | 875 | 876 | 877 | 878 | 879 | 880 | 881 | 882 | 883 | 884 | 885 | 886 | 887 | 888 | 889 | 890 | 891 | 892 | 893 | 894 | 895 | 896 | 897 | 898 | 899 | 900 | 901 | 902 | 903 | 904 | 905 | 906 | 907 | 908 | 909 | 910 | 911 | 912 | 913 | 914 | 915 | 916 | 917 | 918 | 919 | 920 | 921 | 922 | 923 | 924 | 925 | 926 | 927 | 928 | 929 | 930 | 931 | 932 | 933 | 934 | 935 | 936 | 937 | 938 | 939 | 940 | 941 | 942 | 943 | 944 | 945 | 946 | 947 | 948 | 949 | 950 | 951 | 952 | 953 | 954 | 955 | 956 | 957 | 958 | 959 | 960 | 961 | 962 | 963 | 964 | 965 | 966 | 967 | 968 | 969 | 970 | 971 | 972 | 973 | 974 | 975 | 976 | 977 | 978 | 979 | 980 | 981 | 982 | 983 | 984 | 985 | 986 | 987 | 988 | 989 | 990 | 991 | 992 | 993 | 994 | 995 | 996 | 997 | 998 | 999 | 1000

Figure 7-3, Mortgage Restructuring Critical Dates Screen

**Critical Dates Tracking (Partial)**

**HEBMO Property ID:** 00000000      **Property Name:** OMHAR PROPERTY  
**Primary FFA Number:** 1263000      **FAE Name:** TEST FAE  
**Contract Number:** ARJ700000      **Revised Type:** Mortgage Restructuring  
**Regional Office:** TEST - Region 4      **Portfolio Manager:**  
**HEB Project Manager:** ROBERT J. LESTER  
**Date Assigned:**

**Relationship Manager:** DANIA LEONG  
**Is awarded:**

To view previous FAE or Critical Dates for previous revised type in previous Portfolio Manager, click on Historical Data link below.  
**Historical Data**  
 To view or update the OMHAR restructuring, click on the OMHAR Comment Log link below.  
**OMHAR Comment Log**

**Previously Assigned FAE:** Kinyo Co. Coordinated Servicing Authority  
 To view or update the OMHAR restructuring, click on the OMHAR Comment Log link below.

**OMHAR Comment Log**

Owner Eligibility	Start Term Contract Renewal	Assignment to FAE	Date Collection	Underwriting	Loan Approval	Closing	Post Closing
-30	-45	Assignment to FAE	45	45	60	60	210

There are **-626** days left until the Section 3 contract expires. If there was a successful approval from the owner, click here to **Update the Plans**.  
 This contract is currently in the **Closing and Post Closing** phase.

Click the **Save** button near the bottom of the screen to save all updates/changes. Enter all dates in mm/dd/yyyy format  
 Click here to go to the **Restructuring Plan** for Form 1.2.

**Original Section 3 Expiration Date (Post MARRA):**  
**Current Section 3 Expiration Date:** 06/12/2003  **Not Notch**  
**Field Office Reviews Initiated to Ensure Best Interest:**  
**Field Office Refused to OMHAR:**  
**OMHAR Reviews Refused from Field Office:** 09/06/2002

**Phase 1: Assignment/Assessment**

OMHAR Excludes List of Potential Assets: 07/10/2003  
 OMHAR Approves OCE Form 2.2: 07/10/2003  
 FAE Assigns Assignment: 07/21/2003  **Save and Continue**  
 FAE's submitted Restructuring Plan (Form 1.2) Submission Date:  **Review**  
 Assisted FFA Submission Date Per 1.119 Form:   
 OMHAR Places Property On Hold:   
 Assisted Co Hold Renewal Date:   
 OMHAR Reviews Property Form On Hold:

**Phase 2: Data Collection/Due Diligence**

**Data Collection:**  
 FAE and Owner Have Kickoff Meeting:   
 PCA Assigned by FAE:   
 Appraisal Assigned by FAE:   
 Terms Meeting #1:   
 Owner Submits Data Collection Request:   
**Due Diligence:**  
 FAE's PCA Complete:   
 FAE's Appraisal Complete:   
 FAE Complete Due Diligence:

**Phase 3: Underwriting/Restructuring Plan**

Terms Meeting #2:   
 Initial FAE Restructuring Plan Submission to OMHAR: 06/14/2003  
 FAE Submits Restructuring Plan to OMHAR: 07/07/2003  
 OMHAR Reviews Complete Restructuring Plan and Form 1.2:   
 Date Assigned to Underwriter:   
 Underwriting Engine:  FA, Int'l  **Review**  
 San Francisco:

**Phase 4: Loan Packaging/Approval Process**

OMHAR Approves Restructuring Plan:  07/10/2003  
 OMHAR Returns Restructuring Plan to FAE for Revisions:   
 OMHAR Reviews FAE submissions:   
 Number of Revisions: 0  
 Restructuring Commitment Exercised by Owner:  **Save and Continue**

**Closing Issues:**  
 Additional Funds:   
 Bond Financing Existing Loans:   
 26109:   
 TFA:   
 Co-op:   
 QIP Debt Bid:

**Other Issues:**  
 Not Notch:   
 Funding:   
 Amending OMHAR Policy:   
 Other:

**Phase 5: Closing and Post Closing**

**Closing:**  
 Scheduled Closing Date:  06/05/2003  
 Closing Date: 06/05/2003  
 New Section 3 Contract Effective Date: 09/07/2003  
 Section 3 Contract Type: Full

**Post Closing:**  
 Closing Documents Delivered by FAE:  02/04/2004  
 Transmission Memo submitted to Multifamily Servicing:  10/14/2003  
 Multifamily indicated no meeting was necessary:

Date Action Other than Closing Command:   
(The date 0000 will allow you to enter a date in the 0000 format.)

**Clear Options Selected Below**  
 **OMHAR Disallows Restructuring Plan in Not Feasible Due to Financially Not Viable**  
 **Owner Propagated System Errors (FAE must enter some market rates into form 1.2)**  
 **Notifiable for OMHAR - That Owner's Determination**  
 **Notifiable for OMHAR - Rates below or equal to Market**  
 **Notifiable for OMHAR - Conflict Between State/Local Financing Documents and Restructuring Plan**  
 **Notifiable for OMHAR or Other (Include description of nature of risk)**  
 **Detrimental Owner in Disapproval - FAE Does Not Issue Restructuring Commitment**  
 **Restructuring Commitment Issued But Not Exercised by Owner (FAE must enter some market rates into form 1.2)**  
 **Owner Opted Out of Section 3 Program**  
 The listed options, if selected, will automatically update the "Watchlist as BSM" once the "End M2M Process" button is selected.

OMHAR Comment Text:   
 FAE Comment Text:  **Save**

Click here to go to Restructuring Plan for Form 1.2  
 Click here to go to the Closing Module  
 Click here if completed the M2M program.  
 Click here to change the M2M Revised Type (Applicable Form 1.1 to Form 4.0)

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 | 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 | 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 | 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 | 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 171 | 172 | 173 | 174 | 175 | 176 | 177 | 178 | 179 | 180 | 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 213 | 214 | 215 | 216 | 217 | 218 | 219 | 220 | 221 | 222 | 223 | 224 | 225 | 226 | 227 | 228 | 229 | 230 | 231 | 232 | 233 | 234 | 235 | 236 | 237 | 238 | 239 | 240 | 241 | 242 | 243 | 244 | 245 | 246 | 247 | 248 | 249 | 250 | 251 | 252 | 253 | 254 | 255 | 256 | 257 | 258 | 259 | 260 | 261 | 262 | 263 | 264 | 265 | 266 | 267 | 268 | 269 | 270 | 271 | 272 | 273 | 274 | 275 | 276 | 277 | 278 | 279 | 280 | 281 | 282 | 283 | 284 | 285 | 286 | 287 | 288 | 289 | 290 | 291 | 292 | 293 | 294 | 295 | 296 | 297 | 298 | 299 | 300 | 301 | 302 | 303 | 304 | 305 | 306 | 307 | 308 | 309 | 310 | 311 | 312 | 313 | 314 | 315 | 316 | 317 | 318 | 319 | 320 | 321 | 322 | 323 | 324 | 325 | 326 | 327 | 328 | 329 | 330 | 331 | 332 | 333 | 334 | 335 | 336 | 337 | 338 | 339 | 340 | 341 | 342 | 343 | 344 | 345 | 346 | 347 | 348 | 349 | 350 | 351 | 352 | 353 | 354 | 355 | 356 | 357 | 358 | 359 | 360 | 361 | 362 | 363 | 364 | 365 | 366 | 367 | 368 | 369 | 370 | 371 | 372 | 373 | 374 | 375 | 376 | 377 | 378 | 379 | 380 | 381 | 382 | 383 | 384 | 385 | 386 | 387 | 388 | 389 | 390 | 391 | 392 | 393 | 394 | 395 | 396 | 397 | 398 | 399 | 400 | 401 | 402 | 403 | 404 | 405 | 406 | 407 | 408 | 409 | 410 | 411 | 412 | 413 | 414 | 415 | 416 | 417 | 418 | 419 | 420 | 421 | 422 | 423 | 424 | 425 | 426 | 427 | 428 | 429 | 430 | 431 | 432 | 433 | 434 | 435 | 436 | 437 | 438 | 439 | 440 | 441 | 442 | 443 | 444 | 445 | 446 | 447 | 448 | 449 | 450 | 451 | 452 | 453 | 454 | 455 | 456 | 457 | 458 | 459 | 460 | 461 | 462 | 463 | 464 | 465 | 466 | 467 | 468 | 469 | 470 | 471 | 472 | 473 | 474 | 475 | 476 | 477 | 478 | 479 | 480 | 481 | 482 | 483 | 484 | 485 | 486 | 487 | 488 | 489 | 490 | 491 | 492 | 493 | 494 | 495 | 496 | 497 | 498 | 499 | 500 | 501 | 502 | 503 | 504 | 505 | 506 | 507 | 508 | 509 | 510 | 511 | 512 | 513 | 514 | 515 | 516 | 517 | 518 | 519 | 520 | 521 | 522 | 523 | 524 | 525 | 526 | 527 | 528 | 529 | 530 | 531 | 532 | 533 | 534 | 535 | 536 | 537 | 538 | 539 | 540 | 541 | 542 | 543 | 544 | 545 | 546 | 547 | 548 | 549 | 550 | 551 | 552 | 553 | 554 | 555 | 556 | 557 | 558 | 559 | 560 | 561 | 562 | 563 | 564 | 565 | 566 | 567 | 568 | 569 | 570 | 571 | 572 | 573 | 574 | 575 | 576 | 577 | 578 | 579 | 580 | 581 | 582 | 583 | 584 | 585 | 586 | 587 | 588 | 589 | 590 | 591 | 592 | 593 | 594 | 595 | 596 | 597 | 598 | 599 | 600 | 601 | 602 | 603 | 604 | 605 | 606 | 607 | 608 | 609 | 610 | 611 | 612 | 613 | 614 | 615 | 616 | 617 | 618 | 619 | 620 | 621 | 622 | 623 | 624 | 625 | 626 | 627 | 628 | 629 | 630 | 631 | 632 | 633 | 634 | 635 | 636 | 637 | 638 | 639 | 640 | 641 | 642 | 643 | 644 | 645 | 646 | 647 | 648 | 649 | 650 | 651 | 652 | 653 | 654 | 655 | 656 | 657 | 658 | 659 | 660 | 661 | 662 | 663 | 664 | 665 | 666 | 667 | 668 | 669 | 670 | 671 | 672 | 673 | 674 | 675 | 676 | 677 | 678 | 679 | 680 | 681 | 682 | 683 | 684 | 685 | 686 | 687 | 688 | 689 | 690 | 691 | 692 | 693 | 694 | 695 | 696 | 697 | 698 | 699 | 700 | 701 | 702 | 703 | 704 | 705 | 706 | 707 | 708 | 709 | 710 | 711 | 712 | 713 | 714 | 715 | 716 | 717 | 718 | 719 | 720 | 721 | 722 | 723 | 724 | 725 | 726 | 727 | 728 | 729 | 730 | 731 | 732 | 733 | 734 | 735 | 736 | 737 | 738 | 739 | 740 | 741 | 742 | 743 | 744 | 745 | 746 | 747 | 748 | 749 | 750 | 751 | 752 | 753 | 754 | 755 | 756 | 757 | 758 | 759 | 760 | 761 | 762 | 763 | 764 | 765 | 766 | 767 | 768 | 769 | 770 | 771 | 772 | 773 | 774 | 775 | 776 | 777 | 778 | 779 | 780 | 781 | 782 | 783 | 784 | 785 | 786 | 787 | 788 | 789 | 790 | 791 | 792 | 793 | 794 | 795 | 796 | 797 | 798 | 799 | 800 | 801 | 802 | 803 | 804 | 805 | 806 | 807 | 808 | 809 | 810 | 811 | 812 | 813 | 814 | 815 | 816 | 817 | 818 | 819 | 820 | 821 | 822 | 823 | 824 | 825 | 826 | 827 | 828 | 829 | 830 | 831 | 832 | 833 | 834 | 835 | 836 | 837 | 838 | 839 | 840 | 841 | 842 | 843 | 844 | 845 | 846 | 847 | 848 | 849 | 850 | 851 | 852 | 853 | 854 | 855 | 856 | 857 | 858 | 859 | 860 | 861 | 862 | 863 | 864 | 865 | 866 | 867 | 868 | 869 | 870 | 871 | 872 | 873 | 874 | 875 | 876 | 877 | 878 | 879 | 880 | 881 | 882 | 883 | 884 | 885 | 886 | 887 | 888 | 889 | 890 | 891 | 892 | 893 | 894 | 895 | 896 | 897 | 898 | 899 | 900 | 901 | 902 | 903 | 904 | 905 | 906 | 907 | 908 | 909 | 910 | 911 | 912 | 913 | 914 | 915 | 916 | 917 | 918 | 919 | 920 | 921 | 922 | 923 | 924 | 925 | 926 | 927 | 928 | 929 | 930 | 931 | 932 | 933 | 934 | 935 | 936 | 937 | 938 | 939 | 940 | 941 | 942 | 943 | 944 | 945 | 946 | 947 | 948 | 949 | 950 | 951 | 952 | 953 | 954 | 955 | 956 | 957 | 958 | 959 | 960 | 961 | 962 | 963 | 964 | 965 | 966 | 967 | 968 | 969 | 970 | 971 | 972 | 973 | 974 | 975 | 976 | 977 | 978 | 979 | 980 | 981 | 982 | 983 | 984 | 985 | 986 | 987 | 988 | 989 | 990 | 991 | 992 | 993 | 994 | 995 | 996 | 997 | 998 | 999 | 1000

Figure 7-3-1, Mortgage Restructuring Critical Dates Screen (Partial)

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[Log Off](#)

### Critical Dates Tracking

HEREMS Property ID: 800000000  
 Primary FHA Number: 06244012  
 Contract Number: AL09M000037  
 Regional Office: TESTRegion  
 Relationship Manager:

Property Name: OMHAR PROPERTY  
 PAE Name: TEST\_PAE  
 Renewal Type: MU2M Comp Review

To view or update the OMHAR comments log, click on the OMHAR Comment Log link below:  
[OMHAR Comment Log](#)

---

There are  days left until this Section 8 contract expires.  
 This contract is currently in the **Assignment/Assessment** phase.

---

Enter all dates in mm/dd/yyyy format.  
 Click the **Save** button near the bottom of this screen to save all updates/changes.

Original Section 8 Expiration Date (Post MAHRA):			
Current Section 8 Expiration Date:	01/20/2003	<input type="text"/>	<input type="button" value="C"/>
Field Office Receives Intent to Renew from Owner:	09/07/2001		
Field Office Refers to OMHAR:	<input type="text"/>		
OMHAR Receives Referral from Field Office:	11/19/2002		

**Phase: Assignment/Assessment**

OMHAR Sends List of Potential Assets:	12/02/2002		
OMHAR Approves COI Form 2.2:	12/06/2002		
PAE Accepts Assignment:	<input type="text"/>		
PAE's estimated Comp. Review submission Date:	<input type="text"/>	<input type="button" value="C"/>	<input type="button" value="Save and Continue"/>
Complete Comp. Review Due (per FRA):	<input type="text"/>		
Amended Due Date (Per Rel. Mgr.):	<input type="text"/>	<input type="button" value="C"/>	

**Phase: Comparability Review**

PAE Submits Review Results to OMHAR:	<input type="text"/>	<input type="button" value="C"/>
OMHAR Approves Review Results:	<input type="text"/>	<input type="button" value="C"/>
OMHAR Returns Review Results to PAE for Revision:	<input type="text"/>	<input type="button" value="C"/>
PAE Notifies HUD Field Office:	<input type="text"/>	<input type="button" value="C"/>
OMHAR Receives Complete Comp Review:	<input type="text"/>	<input type="button" value="C"/>
OMHAR Receives PAE Resubmission:	<input type="text"/>	<input type="button" value="C"/>
Number of Resubmissions:	<input type="text" value="0"/>	

---

Approved Review Results:  Renew in Process  Section 8 Contract Rent Over Market  Section 8 Contract Rent Equal/Under Market

Click to enter / update comp review results.

---

OMHAR Comment Text:

PAE Comment Text:

---

Click here if completed the M2M program.

---

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 7-3-2, Post M2M Comp Review Critical Dates Screen

### 7.3.1 Historical Data Display

If there is any historical data for a property, a link and previous values will appear near the top of the Critical Dates Tracking screen as show below in Figure 7-4, History Notice.

The screenshot shows the 'Critical Dates Tracking' interface. At the top, there are navigation buttons: Home, Back, Secure Systems, and Log Off. The main content area displays property information for 'HEREMS Property ID: 800000000'. Key details include:
 

- Primary FHA Number: 17633037
- Contract Number: AK020004001
- Regional Office: TEST Region
- HUD Project Manager: GEORGE BARRIL
- Relationship Manager: MICHAEL VAUGHN
- Property Name: OMHAR PROPERTY
- PAE Name: TEST PAE
- Renewal Type: Mortgage Restructuring
- Completed 09/23/2003 by Unknown
- Portfolio Manager: R.E.R., Inc.
- Date Assigned: 11/19/2003
- Re-entered: (blank)

 A 'Restore Property' button is visible next to the completion date. Below the main details, a link for 'Historical Data' is provided, with a note: 'To view previous PAE or Critical Dates for previous renewal type or previous Portfolio Manager, click on Historical Data link below.'

Figure 7-4, History Notice

To see a summary of the historical actions, click the **Historical Data** link to display the Historical Data screen as shown in Figure 7-5, Historical Data Summary Screen.

The screenshot displays the 'Historical Data for Property # 800000000 EXECUTIVE ESTATES' screen. It includes a table of changes with the following data:

Changed Information	From	To	On	By
Regional Office	San Francisco	OMHAR Transaction Center	05/09/2001	H14141
Regional Office	OMHAR Transaction Center	Washington	03/12/2003	C19725
Portfolio Manager	R.E.R., Inc.		11/18/2003	C12258

Below the table, there is a note: 'To view previous critical date detail, click on Renewal Type or PAE unassignment or Reactivation or Portfolio Manager link(s) below.'

Figure 7-5, Historical Data Summary Screen

The Critical Date Detail, saved at the time the action was performed, can be viewed by clicking the **Renewal Type** or **PAE unassignment** or **Reactivation** links. Shown below, in Figure 7-6, Historical Critical Date Detail Screen, is a sample display. Clicking the **Portfolio Manager** link will display a popup window showing the date the indicated portfolio manager was assigned.

[Back](#) [Print](#)

**Saved Critical Dates**

---

<b>HEREMS Property ID:</b> 800000000	<b>Property Name:</b> OMHAR PROPERTY
<b>Primary FHA Number:</b> 17635037	<b>PAE Name:</b> TEST PAE
<b>Contract Number:</b> AR37L000081	<b>Renewal Type:</b> Mortgage Restructuring
<b>Regional Office:</b> TEST Region	
<b>Relationship Manager:</b> DIANA LEONG	<b>Re-entered:</b>

---

**Original Section 8 Expiration Date (Post MAHRA):** 05/13/1999  
**Current Section 8 Expiration Date:** 11/13/1999  
**Field Office Receives Intent to Renew from Owner:** 02/09/1999  
**Field Office Refers to OMHAR:** 03/02/1999  
**OMHAR Receives Referral from Field Office:** 06/25/2001

**Assignment/Assessment**

OMHAR Sends List of Potential Assets: 07/25/2001  
 OMHAR Approves COI Form 2.2:  
 PAE Accepts Assignment: 08/01/2001  
**PAE's estimated Restructuring Plan (Form 5.2) Submission Date:**  
**Amended PRA Milestone Date Per 2.15 Waiver:** 01/01/2003  
 Reason: Due Diligence

OMHAR Places Property On Hold:  
**Anticipated On Hold Removal Date:**  
 OMHAR Removes Property From On Hold:

**Data Collection/Due Diligence**

PAE and Owner Have Kickoff Meeting:  
 PCA Assigned by PAE:  
 Appraisal Assigned by PAE:  
 Tenant Meeting - #1:  
 Owner Submits Data Collection Report:  
 PAE's PCA Complete:  
 PAE's Appraisal Complete:  
 PAE Completes Due Diligence:

**Underwriting/Restructuring Plan**

Tenant Meeting - #2:  
 PAE Submits Restructuring Plan to OMHAR:  
 OMHAR Receives Complete Restructuring Plan and Form 5.2:  
 Date Assigned to Underwriter:

<b>Underwriting Region</b> Washington	<b>FA Staff</b> No	<b>Reviewer</b>
--	-----------------------	-----------------

**Loan Funding/Approval Process**

OMHAR Approves Restructuring Plan:  
 OMHAR Returns Restructuring Plan to PAE for Revision:  
 OMHAR Receives PAE resubmission:  
 Number of Resubmissions: 0  
 Restructuring Commitment Executed by Owner:  
**Closing Issues:** Additional Funds, Bond Financing Existing Loan, 236 Deal, TPA, Co-op, QNP Debt Relief  
**Other Issues:** Mod Rehabs, Bankruptcy, Policy, Other  
**Other Comment:** Test Release 5.7

**Closing and Post Closing**

**Scheduled Closing Date:**  
**Closing Date:**  
**New Section 8 Contract Effective Date:**  
**Section 8 Contract Type:**  
**Closing Documents Distributed by PAE:**  
**Transmission Memo submitted to Multifamily Housing:**  
 Multifamily indicated no meeting was necessary:

---

**Date Action Other than Closing Occurred:** 05/05/2002

---

**OMHAR Comment:**  
 Testing the omharc comment box to see if the number of characters has been expanded to hold 510 characters or only 255 still. So far so good. I saved and all the text was still there up to now.

**PAE Comment:**

Figure 7-6, Historical Critical Date Detail Screen

**7.3.2 OMHAR Comment Log**

If there is any OMHAR Comment Log for a property, a link will appear near the top of the Critical Dates Tracking screen as show below in Figure 7-5, OMHAR Comment Log Notice.

Home Back Secure Systems Log Off

### Critical Dates Tracking

**HEREMS Property ID:** 800000143      **Property Name:** ANTON SQUARE APTS  
**Primary FHA Number:** 06235386      **PAE Name:** Jefferson County Assisted Housing Corp.  
**Contract Number:** AL090024068      **Renewal Type:** Mortgage Restructuring  
**Regional Office:** Washington  
**Relationship Manager:** MICHAEL MURPHY (dropdown)      **Re-entered:**

To view previous PAE or Critical Dates for previous renewal type, click on Historical Data link below.

**Historical Data**  
**Previously Assigned PAE:** Jefferson County Assisted Housing Corp.  
 To view or update the OMHAR comments log, click on the OMHAR Comment Log link below.  
[OMHAR Comment Log](#)

Figure 7-7, OMHAR Comment Log Notice

To see a list of the OMHAR Comments Log, click the **OMHAR Comment Log** link to display the OMHAR Comment Log screen as shown in Figure 7-8, OMHAR Comment Log Screen.

Home Back Secure Systems Log Off

### Comment Log for Property # 800000096 GASTINEAU APARTMENTS

To add a new comment, scroll down to the empty comment box.  
 To update an existing comment, click its underlined **Date**.  
 To delete an existing comment, click its underlined **Date**, then remove comments from the comment box and click the **Save** button.

Date	User	Comment
<a href="#">Apr 25 2003 10:46AM</a>	DARLA M HOWARD	Add the new comment for the release 5.2.
Apr 11 2003 11:19AM	JAMES E NUTWELL	Update the new comments for the property ID: 800000096, Testing 'OMHAR Comment Log' for Release 5.2.

**Add/Edit a comment**

Figure 7-8, OMHAR Comment Log screen

### 7.3.3 Critical Dates Data Entry

All **Critical Dates** data entry boxes applicable to the PAE or OMHAR User may be entered or updated by the OHMAR HQ users. The OMHAR RO Users may enter or update the critical date fields applicable to OHMAR, but only have the ability to **read** the data the PAE entered. The same holds true in reverse for the PAE User, i.e., PAEs may only **read** OMHAR fields, but not enter or update them.

The following Mortgage Restructuring, Rent Reduction Only, and Comparability Review critical date fields are system-generated and therefore cannot be edited by Users: Original Section 8 Expiration Date (Post MAHRA), Current Section 8 Expiration Date, Field Office Receives Intent to Renew from Owner, Field Office Receives Request for Rent Reduction from Owner, Field Office Refers to OMHAR, OMHAR Sends List of Potential Assets, Complete Comp Review Due (per PRA), and Number of Resubmissions.

Comments relative to tasks/dates may be recorded in the M2M system and are encouraged. Click on the “C” button next to a critical date to enter comments (in a pop-up box) related to a specific date or phase. Figure 7-9, Comment Fields is an excerpt of a **Mortgage Restructuring Critical Dates Tracking** screen with highlighted comment boxes.

The screenshot shows a section titled "Phase: Data Collection/Due Diligence" with a sub-section "Data Collection:". Below this, there is a list of tasks, each with a date field and a "C\*" button. A red arrow points to the "C\*" button for the first task.

Task	Date	Action
P&E and Owner Have Kickoff Meeting:	11/11/2000	C*
PCA Assigned by P&E:	05/04/2000	C*
Appraisal Assigned by P&E:	05/05/2000	C*
Tenant Meeting - #1:	05/05/2000	C*
Owner Submits Data Collection Report:	06/03/2000	C*

Figure 7-9, Comment Fields

On the **Mortgage Restructuring Critical Dates Tracking** screen (only) there is a yellow timeline that shows at a glance, the guidelines for completing phases and tasks (in accordance to the timeframes in the M2M Operating Procedures Guide).

All dates must be entered in the **MM/DD/YYYY** format. The **Save** button must be selected once the updates or changes are verified.

### 7.3.4 Critical Dates Reporting

Data entered in the Critical Dates Tracking module is used to generate the following reports:

- ◆ Assigned Active Property Report
- ◆ Submitted Plans Awaiting Decision Report
- ◆ Property Status Report
- ◆ Overview of the Portfolio Status Report
- ◆ Partial Assignments Report
- ◆ Rent Comparability Review Progress Report
- ◆ Rent Reduction Only Progress Report
- ◆ Mortgage Restructuring Progress Report

♪ **Note:** Careful attention to detail must be paid when entering dates on the Critical Dates Tracking screen. Updates are made to the system's database once the User saves the changes. It is **strongly suggested** you review the data for accuracy before **and** after selecting the Save button.

A message is displayed confirming changes were saved if the data was entered in the correct format.

There are additional comment buttons at the bottom of the screen for use by the PAE and OMHAR Users, respectively.

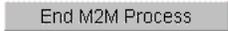
If an action other than a closing occurred on a Mortgage Restructuring contract, there is a date and comment box available at the bottom of the screen. There are also radio button options below this date that should be selected.



The image shows a horizontal form field. On the left, the text "Date Action Other than Closing Occurred:" is displayed. To the right of this text is a rectangular text input box. Further to the right, there is a small square button containing the letter "C".

♪ **Note:** Remember to save any and all changes or updates before leaving this screen by selecting the Save button at the bottom of the screen.

### 7.3.5 Ending M2M Contract Process

After a contract has completed the M2M process, OMHAR may close it by clicking the End M2M Process button  at the bottom of the screen. A confirmation window, as illustrated below as Figure 7-10, End M2M Process Confirmation Window, will be displayed. Select OK to end the contract or Cancel to return to the previous screen.

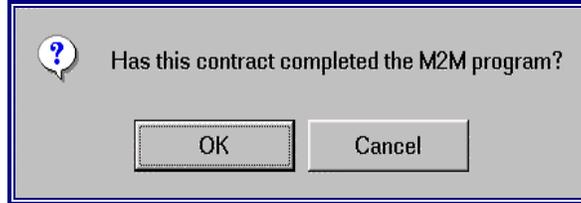


Figure 7-10, End M2M Process Confirmation Window

### 7.3.6 Changing Contract Renewal Type

During the M2M Program process, a contract's renewal type may be changed by selecting the **Change Renewal Type** button  resulting in the Figure 7-11, Contract Renewal Type Change, screen (shown below).



Figure 7-11, Contract Renewal Type Change

The **current** renewal type is displayed and a drop-down box is available to select the new renewal type for the contract. The User is also required to enter the date the contract's renewal type changed. Comments relating to the contract's changed status may also be entered.

After the user clicks the **Continue** button, a confirmation screen is displayed to let the user know the change was accepted. Changing the renewal type for a contract will generate a history record of the action. Clicking the **Continue** button will return a Critical Dates Tracking screen, based on the **new** renewal type.

### 7.3.7 As Is Rents Screen

If a 'Date Action Other than Closing Occurred' is entered and saved, an 'As Is Rents' button will appear near the bottom of the screen. Clicking the 'As Is Rents' button will display a screen for entering as is rent information as shown below in Figure 7-12, As Is Rents Screen.



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Back
Log Off

### Mortgage Restructuring As Is Rents

**HEREMS Property ID:** 800000455

**Primary FHA Number:** 06244054

**Contract Number:** AL09M000044

**Property Name:** TALLADEGA DOWNS

**PAE Name:** Jefferson County Assisted Housing Corp.

---

**PAE Recommendation:** Project Based Assistance Required

Bedroom Type	# of Units (REMS)	As Is Rents
0		<input style="width: 100%;" type="text"/>
1	16	<input style="width: 100%;" type="text" value="427.00"/>
2	38	<input style="width: 100%;" type="text" value="587.95"/>
3	46	<input style="width: 100%;" type="text" value="1,124.25"/>
4		<input style="width: 100%;" type="text"/>
5		<input style="width: 100%;" type="text"/>
6		<input style="width: 100%;" type="text"/>
7		<input style="width: 100%;" type="text"/>

Cancel Clear Save

Figure 7-12, As Is Rents Screen

The 'PAE Recommendation' with drop down selection box for options 'Project Based Assistance' and 'Tenant Based Assistance' is required to be selected.

Input data fields allow the user to enter an 'As Is Rent' amount for each unit type.

### 7.3.8 Comp Review Results Screen

Clicking the 'Comp Review Results' button that is displayed on a Comp Review type contract, will display a screen for entering Comp Review Results information as shown below in Figure 7-13, Comp Review Results Screen.

Review in Process  
 Section 8 Contract Rent Over Market  
 Section 8 Contract Rent Equal/Under Market

Approved Review Results:

Comp Review Results

Click to enter / update comp review results.

---

Home
Back
Log Off

### Comp Review Results

HEREMS Property ID: 800001447

Primary FHA Number: 12135056

Contract Number: CA39M000158

Property Name: EL CASA VERDE I

PAE Name: Heskin Signet Partnership

Bedroom Type	# of Units (REMS)	Current Contract Rents	Owner's Submitted Rents	Determined Market Rents
0	16	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	24	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	48	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	22	<input type="text"/>	<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>	<input type="text"/>
6		<input type="text"/>	<input type="text"/>	<input type="text"/>
7		<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 7-13, Comp Review Results Screen

Input data fields allow the user to enter the Current Rent, Owner's Submitted Rent, and Determined Market Rent amounts for each unit type.

### 7.3.9 Comp Review to Determine Mark-Up-To-Market Eligibility Screen

Clicking the 'Comp Review Results' button that is displayed on a Post M2M Comp Review type contract, will display a screen for entering Comp Review to Determine Mark-Up-To-Market Eligibility information as shown below in Figure 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility Screen.

Approved Review Results:  Review in Process  Section 8 Contract Rent Over Market  Section 8 Contract Rent Equal/Under Market

Click to enter / update comp review results.

### Comp Review to Determine Mark-Up-To-Market Eligibility

HEREMS Property ID: 800000416      Property Name: ROCKWOOD APARTMENTS  
Primary FHA Number: 06235325      PAE Name: Marion County Housing Authority  
Contract Number: AL09M000025

Bedroom Type	# of Units (REMS)	Current Contract Rents	Owner's Submitted Rents	Determined Market Rents
0		<input type="text"/>	<input type="text"/>	<input type="text"/>
1	16	<input type="text" value="345.00"/>	<input type="text" value="425.00"/>	<input type="text" value="395.00"/>
2	48	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	24	<input type="text"/>	<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>	<input type="text"/>
6		<input type="text"/>	<input type="text"/>	<input type="text"/>
7		<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility Screen

Input data fields allow the user to enter the Current Rent, Owner's Submitted Rent, and Determined Market Rent amounts for each unit type.

## 8 RESTRUCTURING PLANS MODULE

The Restructuring Plans module is accessed by selecting the **Restructuring Plans** button from M2M's home screen. There are also links at the bottom of the **Mortgage Restructuring** and **Rent Reduction Only Critical Dates Tracking** screens to the associated property's restructuring plan form.

♪ **Note:** These restructuring plan forms are only one part of the **Draft Restructuring Plans and Subsidy Recommendations** that must be submitted to OMHAR for approval.

Within this module are **Restructuring Plan Forms** that must be submitted and approved via M2M. Each type of restructuring plan form (**Form 5.2** and **Form 10.2**) has its own menu selections, specific to the data that must be collected to generate a form. Additional detail may be found in **Section 8.2 Mortgage Restructuring Plan Forms** and **Section 8.3 Rent Reduction Only Plan Forms**, respectively.

Figure 8-1, Restructuring Plans Screen, represents the screen that will be retrieved when the Restructuring Plans button is clicked. The button may be found on M2M's home page and on the menu bar within other modules.



Figure 8-1, Restructuring Plans Screen

Users may search for **Restructuring Plans** by clicking the **Search for Property Plans** link or retrieve submitted plans by clicking the **Review Submitted Plans Awaiting Decision** link. Clicking the **Search for Property Plans** link retrieves a search selection criteria page, as shown below in Figure 8-2, Restructuring Plans Search Criteria Screen.

(Home) (Back) (Secure Systems) (Log Off)

### Select Search Criteria for Restructuring Plans

Select one of the following criteria:

REMS ID:       FHA #:

Or select one or more of the following options:

OMHAR Region:

State:

PAE:

Property:

Plan Status:       Date of Selected Plan Status:

Renewal Type:

Or click [HERE](#) to get ALL Restructuring Plans.

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Figure 8-2, Restructuring Plans Search Criteria Screen

Select one of the following criteria available to retrieve properties for the Restructuring Plans:

- ◆ Enter a REMS ID for a specify property
- ◆ Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve properties for the Restructuring Plans:

- ◆ Select an **OHMAR Region** from the drop-down list
- ◆ Select a **State** from the drop-down list
- ◆ Select a **PAE Name** from the drop-down list
- ◆ Enter a **Property's Name**
- ◆ Select a **Restructuring Plan Status** from the drop-down list
- ◆ Select a **Date of Selected Plan Status** from drop-down list
- ◆ Select a **Renewal Type** (Mortgage Restructuring or Rent Reduction Only)
- ◆ Click the underlined [HERE](#) link to retrieve all restructuring plans in the system

## 8.1 Restructuring Plans General Information

Figure 8-3, Restructuring Plans Property Selection Screen, represents the results from the **Restructuring Plans Search Criteria** based on a **state** criterion search.

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### Assigned Properties

**The following 3 out of 3 properties met your **Mortgage Restructuring, OMHAR Transaction Center** search criteria.**

To view/update a contract's restructuring plan, click its underlined **Contract Number**.

**Note:**

- \* You will only be able to update or save data for plans with a **Not Submitted** or **Returned for Revision** Approval Status.
- \* Properties that have **Comp Review** or **Opt Out** as a renewal option are not displayed, since there are no restructuring plans for these renewal types.

PAE Name	Status	Approval Status	Property Name	Model Uploaded	Sec 8 Contract Number	Sec 8 Contract Renewal Type	Expiration Date	Property City	State
Indiana Housing Finance Authority	A	Not Submitted	Summerchase Apartments	C	<a href="#">AR37L000081</a>	Mortgage Restructuring	06/30/1999	Van Buren	AR
Indiana Housing Finance Authority	A	Not Submitted	BARBOUR GARDEN APARTMENTS	C	<a href="#">CT26E000010</a>	Mortgage Restructuring	04/25/2000	HARTFORD	CT
VENCOR, INC.	A	Approved	WINDSOR PLACE	C	<a href="#">OH16H051005</a>	Mortgage Restructuring	10/13/1999	LANCASTER	OH

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Figure 8-3, Restructuring Plans Property Selection Screen

OMHAR users can view properties and associated data entered by the PAEs on the property by clicking an underlined contract number link to access the Restructuring Plans section. If a property has completed the M2M process, it is “**completed**” (as indicated by a “**C**” in the **Contract Status** column) and the User will only be allowed to **view** or **print** the restructuring plan form.

### 8.1.1 Negative Data Entry Fields

Within the Restructuring Plans module, there are fields that have **red negative number indicators** outside their data entry boxes (e.g., as represented below in the **Residential Bad Debt** and **Residential Vacancy** fields shown in Figure 8-4, Negative Field Indicators). Users are instructed to enter **positive** numbers in these fields, as the system is programmed to **subtract** these values in calculations, where applicable.

Residential Bad Debt -

Residential Vacancy -

Figure 8-4, Negative Field Indicators

### 8.1.2 Navigating the Restructuring Plans Sections

Users may quickly “jump” to another section within the Restructuring Plans module by clicking one of the buttons on the menu bar located on the left side of the screen. It is important to know that the User should save before jumping to a different page in order to keep the data entered. Clicking the **Critical Dates Tracking** button will take the User to the Critical Dates Tracking form for the current property. In addition, the User may print a hardcopy of the restructuring plan form, by clicking the **Printable Form** button at any time. Figure 8-5, Restructuring Plan Menu Bar, shows an example of the Restructuring Plans menu bar.



Figure 8-5, Restructuring Plan Menu Bar

### 8.2 Mortgage Restructuring Plan Forms

The following sections provide information on the data required to complete and submit the Form 5.2 Mortgage Restructuring. The user may opt to upload and populate the form with data extracted from the Excel Underwriting Model or key the data manually. Figure 8-6, Form 5.2 Mortgage Restructuring provides an example of the Mortgage Restructuring main screen with subdivisions for the model functions and the online form.

Home Back Log Off

## Restructuring Plans

Form 5.2 Mortgage Restructuring

Property ID: 800000000    FHA Number: 17635014

Property Name: OMHAR Property

PAE Name: Test PAE

### Excel Underwriting Model v4

- [Instructions for uploading the Model v4 and the Model data](#)
- [Upload extracted data into the online Form 5.2](#)
- [Upload a copy of the Model for centralized storage](#)
- [Open or Download Model](#)

### Online Form 5.2

- [Property & Loan Information Term Sheet](#)
- [Property Operating Statement](#)
- [Debt Restructuring](#)
- [Sources and Uses](#)
- [Print the Entire Form 5.2](#)

Click on the mailbox to E-mail your comments and suggestions.

User ID: C12258

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Figure 8-6, Form 5.2 Mortgage Restructuring

Also, let it be noted, that the PAE is responsible for entering the data and selecting the “submit” button to lock the data and notify OMHAR of the submission. Also, the PAE must mail in the full submission documentation and place a copy of the Underwriting Model on the centralized server. OMHAR is responsible for approving or returning for revision the submitted documentation.

### 8.2.1 Excel Underwriting Model v4

The following subsections provide detailed instructions showing how to upload the Extract data and Model to the M2M System:

- ◆ [Instructions for uploading the Model v4 and the Model data](#)
- ◆ [Upload extracted data into the online Form 5.2](#)
- ◆ [Upload a copy of the Model for centralized storage](#)
- ◆ [Open or Download Model](#)

#### 8.2.1.1 Instructions for uploading the Model v4 and the Model data

The [Instructions for uploading the Model v4 and the Model data](#) (shown on the next page as Figure, 8-7, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and the model to the M2M system for Form 5.2:

Print

Close

## How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

1. upload data from the M2M Excel Underwriting Model v4 automatically, (without having to perform data entry into the M2M Form 5.2). This new feature only works with the **version 4** of the model. Also,
2. the M2M Excel Underwriting model being submitted for review and approval must be uploaded and saved on this centralized, protected server.

### Steps to Perform the Two Tasks:

To prepare the Model for uploading into the M2M system Form 5.2 online:

1. Complete the data entry in the Underwriting Model v4 and save as the name - REMS Property Id.xls (e.g., 800000000.xls). It is very important to note the location where the model is saved and the REMS #.
2. Go to the last Worksheet Tab in the model named: "Create MIS Upload Worksheet."
3. Click on the Button "Create Extract File."
4. An "extract" file is created automatically and saved in the SAME folder or location as the current Model.
5. The extract file is automatically named the REMS property id.txt (e.g., 800000000.txt).
6. Print a copy of the worksheet called "Form 5.2 Data" – to use in the validation of the uploaded data.

To Upload the Extracted Data in order to populate the Form 5.2 online:

1. Log into the M2M system and go to the Restructuring Plans Module.
2. Search for the property associated with the model to be uploaded.
3. Select the property.
4. From the Restructuring Plans screen, select the option: Upload extracted data into the online Form 5.2
5. Either type in the path or location of the extract file (txt file) or click on Browse to find it on the workstation.(It will be in the same folder as the model).
6. Click on the button "Upload the File."
  - If the filename or type of file is incorrect there will be an error displayed.
  - If the filename matches the REMS property id and is the correct file, the data will be extracted and populate the Form 5.2 automatically.
7. First, a screen with data will appear. The PAE should review the data by comparing the printout from the Model "Form 5.2 Data" worksheet.
8. Click on Save if the data is valid.
9. If there were errors in the data and the PAE doesn't want to save the data into the system, cancel by clicking the Back button.
10. If there were errors, review the model and make corrections in the model. Save the corrections and start over by creating a new extract file as described above.

To upload and save a copy of the M2M Excel Underwriting Model on the centralized server:

1. Go to the Restructuring Plans Module in M2M system.
2. Select the property.
3. From the Restructuring Plans screen select the option: Upload a copy of the Model for centralized storage
4. Either type in the path or location of the Model (excel) file or click on Browse to find it on the workstation.
5. Click on the Button "Upload the File."
6. An error will display if there are problems, otherwise, click on Continue.
7. The model is now saved on the server.
8. If the PAE is ready to submit the restructuring plan to OHMAR, click on Submit after uploading the model and extracted data to the M2M system.

For the PAE or OMHAR to view or download to a workstation:

1. Go to the Restructuring plans screen.
2. Select the Property.
3. Select the option: Open or Download Model
4. If there is an error, it is most likely that the browser is not set up to view Excel and "xls" needs to be added to the browser's list of applications.
5. Otherwise, choose "save" or "open" – depending on your need.

Figure 8-7, How to Upload Extract and Model Screen

### 8.2.1.2 Upload extracted data into the online Form 5.2

The Upload extracted data into the online Form 5.2 (shown as Figure, 8-8, Form 5.2 Upload Screen) contains general and detailed information on how to upload extracted data into the online Form 5.2:

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## Form 5.2 Upload

Property ID: 800000000      FHA Number: 00035194  
Property Name: OMHAR Property  
PAE Name: Test PAE

**Note: This process is to upload the 5.2 PLAN DATA that was extracted from the underwriting model into the text file that was created by clicking the 'Create extract file' button on the 'Create MIS upload worksheet' in the Excel model.**

**The filename of the data extract to be uploaded must match the property id and have a .txt extension. Performing this upload will overwrite any 5.2 plan data for this property that has previously been saved.**

Enter the path and name of the data extract file in the space below or click the browse button to locate the file on your workstation.

File to Upload:  Browse...

Upload the File

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Figure 8-8, Form 5.2 Upload Screen

### 8.2.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown on the next page as Figure, 8-9, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

Home Back Log Off

### Excel Underwriting Model Upload

Property ID: 800000000      FHA Number: 00035194  
Property Name: OMHAR Property  
PAE Name: Test PAE

**Note: The filename of the model to be uploaded must match the property id and have a .xls extension. Performing this upload will overwrite any model for this property that has previously been uploaded.**

Enter the path and filename of the model in the space below or click the browse button to locate the model on your workstation.

File to Upload:  Browse...

Upload the File

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Figure 8-9, Excel Underwriting Model Screen

#### 8.2.1.4 Open or Download Model

The **Open or Download Model** function allows users to view or download the Excel Model that has been placed on the centralized server.

#### 8.2.2 Online Form 5.2

The following subsections provide additional information on the data that is required to populate and generate the Form 5.2 Mortgage Restructuring Plan:

- ◆ **Property & Loan Information Term Sheet**
- ◆ **Property Operating Statement**
- ◆ **Debt Restructuring**
- ◆ **Sources and Uses**
- ◆ **Print the Entire Form 5.2**
- ◆ **Submit a Decision for Restructuring Plan (for Pending properties only)**

##### 8.2.2.1 Form 5.2 Property & Loan Information Term Sheet

The **Property & Loan Information Term Sheet** (an example of which is on the next page as Figure, 8-10, Property & Loan Information Term Sheet) contains general and detailed information about the property, e.g., physical location, number of units, current Unpaid Principal Balance (UPB), etc., and consists of the following subsections:

- ◆ **General Information**
- ◆ **Pre-Restructuring Loan Information**
- ◆ **Property Information**

- ◆ Section 8 Contract Information
- ◆ Mark-to-Market Rents

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### Form 5.2 Property & Loan Information

**General Information**

Property ID: 80000000  
 FHA Number: 17644015  
 FHA Program Type: 236(j)(1)  
 Property Name: OMHAR Property  
 Property Address: 127 S FRANKLIN ST  
 City: JUNEAU  
 State: ALASKA

PAE Name: Test PAE  
 HUD Project Manager: KATHY CLAIBORNE  
 Owner: Gastineau Limited Partnership  
 Owner Contact: Ann Parrish  
 Management Company: Strategic Services

Identity of Interest: Yes If incorrect, please correct here.

Year Built:   
 Year of Last Rehab:

**Pre-Restructuring Loan Information**

	REMS	PAE Entry or Corrections
Original Loan Amount:	1,066,600.00	<input type="text"/>
Annual Debt Service (Without MIP):	79,538.28	<input type="text" value="48,728.00"/>
Annual Debt Service (With MIP):		<input type="text" value="48,728.00"/>
Interest Rate (%):	7.0000	<input type="text"/>
Original Term (In Years):	40.00	<input type="text"/>
Maturity Date:	04/01/2013	<input type="text"/>
Prepayment Penalty (%):		<input type="text"/>
UPB as of 03/16/2000 :	690,817.46	<input type="text" value="472,026.00"/>

**Property Information**

	REMS (Pre)	PAE Entry or Corrections (Pre)	Post Restructuring
Total Units:	42	<input type="text" value="41"/>	<input type="text"/>
# Non-Revenue Units:		<input type="text"/>	<input type="text"/>
# of Sect. 8 Assisted Units:	41	<input type="text" value="41"/>	<input type="text"/>
# of Unassisted Units:	1	<input type="text" value="0"/>	<input type="text"/>

Current Physical Vacancy (%) (Apts Only):

Rural, Suburban or Urban:

Elderly/Family: Elderly

Appraisal Date:

Appraised Value:

New Assisted: No

**Section 8 Contract Information**

Contract #	Expiration Date	Current Contract Status	Unit Type	# of Units	Contract Rents	Which Contract Is Being Renewed?	Is this Contract Being Combined?
AK02M000015	08/31/2003	Active	1BR	16	\$769.00	<input type="radio"/>	<input type="text" value="No"/>
AK06L000002	08/31/2003	Active	0BR	16	\$630.00	<input type="radio"/>	<input type="text" value="No"/>
			1BR	9	\$769.00		

**Mark-to-Market Rents** Approved Rent Appeal?

Prior to Submission to OMHAR, PAE needs to determine the following:

Use of Exception Rents?  \*

PAE Recommendation:

\* Changing the value of this field will save all your current data and re-display the screen with additional fields for Exception Rents or remove them if not needed.

Bedroom Type	# of Pre Restructuring Contract Units (REMS)	# of Pre Restructuring Contract Units (Corrections)	Pre Restructuring Average Monthly Contract Rents	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rents
0	16	<input type="text" value="16"/>	\$22.00	<input type="text"/>	\$90.00
1	25	<input type="text" value="25"/>	\$16.00	<input type="text"/>	\$70.00
2	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Use Weighted Average for Units Included in Mark-to-Market Only

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Figure 8-10, Property & Loan Information Term Sheet

### 8.2.2.2 Form 5.2 Property Operating Statement

The **Property Operating Statement** contains pre- and post-restructuring revenue and expense financial data (REMS read-only displays, PAE User entries, or system-calculated). The Property Operating Statement (an example of which is on the next page as Figure, 8-11, Property Operating Statement) consists of the following subsections:

- ◆ Annual Revenue
- ◆ Annual Expenses
- ◆ Net Operating Income (including Adjusted NOI and DSCR)

Form 5.2  
Property Operating Statement

General Information  
 Property ID: 800000000  
 FHA Number: 00035194  
 Property Name: OMHAR Property  
 PAE Name: Test PAE

Annual Revenue	Comments	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
		Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Gross Residential Income	(Dist-Section 8 Project Based State)									
Gross Residential Income	(Dist-Section 8 Project Based State)	255,190.00	5,547.61	462.30	219,840.00	4,779.13	398.26	35,350.00	768.48	64.04
Commercial										
Other		4,182.00			2,900.00			1,282.00		
Gross Potential Income		259,372.00	5,638.52	469.88	222,740.00	4,842.17	403.51	36,632.00	796.35	66.36
Residential Vacancy										
Pre ( ) % Post ( ) %		6,595.00			10,992.00			4,397.00		
Residential Bad Debt										
Pre ( ) % Post ( ) %					4397.00					
Commercial Vacancy										
Pre ( ) % Post ( ) %										
Commercial Bad Debt										
Pre ( ) % Post ( ) %										
Effective Gross Income		252,777.00	5,495.15	457.93	207,351.00	4,507.63	375.64	45,426.00	987.52	82.29

Annual Expenses	Comments	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
		Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Base										
Real Estate Taxes		10,853.00	218.54	18.21	10,882.00	236.57	19.71	-829.00	-18.03	-1.50
Insurance		10,843.00	218.33	18.19	13,500.00	293.48	24.46	-3,457.00	-75.15	-6.26
Utilities		17,878.00	388.48	32.37	20,000.00	434.78	36.23	-2,130.00	-46.30	-3.86
Base Total		37,966.00	825.35	68.78	44,382.00	964.83	80.40	-6,416.00	-139.48	-11.62
Controllable										
Management Fees										
Pre ( ) % Post ( ) %		19,920.00	433.04	36.09	20,000.00	434.78	36.23	-80.00	-1.74	-1.14
Salaries and Benefits		4,767.00	973.20	81.10	48,628.00	1,057.13	88.09	-3,861.00	-83.93	-6.99
Other Administrative		13,328.00	289.57	24.13	12,431.00	270.24	22.52	899.00	19.33	1.61
Section 8 Administrative										
Repairs and Maintenance		23,605.00	513.15	42.76	21,500.00	467.39	38.95	2,105.00	45.76	3.81
Other Controllable										
Controllable Total		101,612.00	2,208.96	184.08	102,559.00	2,229.54	185.80	-947.00	-20.58	-1.71
Other										
Security										
Neighborhood Network										
Capital Recovery Payment (CRP)					13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Other Total		0.00	0.00	0.00	13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Total Expenses		139,578.00	3,034.30	252.86	160,204.00	3,482.70	290.22	-20,626.00	-448.40	-37.37

Net Income	Comments	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
		Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income		113,199.00	2,460.85	205.07	47,147.00	1,024.93	85.41	66,052.00	1,435.92	119.66
Reserve for Replacement Contributions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjusted Net Operating Income		113,199.00	2,460.85	205.07	47,147.00	1,024.93	85.41	66,052.00	1,435.92	119.66
Annual Debt Payments										
1 <sup>st</sup> Mortgage Annual Debt Service		\$117,955.00	\$2,564.24	\$213.69	\$18,226.00	\$396.22	\$33.02	\$99,729.00	\$2,168.02	\$180.67
IRP Applied to Debt Service										
Total Amount of 1 <sup>st</sup> Mortgage Debt Service Less IRP		117,955.00	2,564.24	213.69	18,226.00	396.22	33.02	99,729.00	2,168.02	180.67
Gross Cash Flow (After Debt Service)		-4,756.00	-103.39	-8.62	28,921.00	628.72	52.39	-33,677.00	-732.11	-61.01
Incentive Performance Fee (IPF)					6,484.00	140.96	11.75	-6,484.00	-140.96	-11.75
Surplus Cash		-4,756.00	-103.39	-8.62	22,437.00	487.76	40.65	-27,193.00	-591.15	-49.26
Post Restructuring 2 <sup>nd</sup> Mortgage										
Enter the Post Restructuring 2 <sup>nd</sup> Mortgage Surplus Cash Flow Split Percentage					100.0	%				
System Generated Post Restructuring 2 <sup>nd</sup> Mortgage Surplus Cash Flow Payment					22,437.00	\$				
Debt Service Coverage Ratio (1 <sup>st</sup> Mortgage Debt)					2.59					

\* Value for Pre-Restructuring is from the Property and Loan Information Page's Annual Debt Service with MIP  
 \* Value for Post-Restructuring is from the Debt Restructuring Page's 1<sup>st</sup> Mortgage Annual Debt Service with MIP

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Figure, 8-11, Property Operating Statement

### 8.2.2.3 Form 5.2 Debt Restructuring

The **Debt Restructuring** screen consists of the pre- and post-restructuring financial data and terms for the restructured mortgage(s), e.g., originator, original loan amount, interest rate, etc. The following is an excerpt of the Debt Restructuring screen for the **First Mortgage** (Figure 8-12, Debt Restructuring).

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Log Off

## Form 5.2 Debt Restructuring (Annual)

---

**Property ID:** 800000000  
**Primary FHA Number:** 00035194  
**Property Name:** OMHAR Property  
**PAE Name:** Test PAE

Remember to save all changes or updates by clicking **Save** button on the left.

If there was existing FHA or HUD Held subordinate debt before restructuring that will remain after restructuring, click here to enter the PRE and Post-Restructuring loan terms. Subordinate Debt

---

	Debt Restructuring (Annual)	Pre Restructuring	Post Restructuring
<b>First Mortgage</b>			
<b>(Take out or Modified Loan)</b>			
<small>Note: Leave blank if no refinancing or no modification to existing debt.</small>			
New FHA Number			17635040
Originator			
Loan Type			
FHA Program Type	223(a)(7)/221(d)(4)M		223(a)7
Original Loan Amount	3,168,400.00		1,865,498.00
UPB as of 04/19/2001	3,114,688.00		
Annual Debt Service (Without MIP)	253,260.00		151,468.00
Annual Debt Service (With MIP)	269,102.00		160,795.00
Loan Terms:			
Interest Rate (%)	7.6250		8.2500
Original Term (Months)	348		480
Remaining Amortization Period (Months)	356		
Maturity Date	10/01/2030		
Prepayment Penalty (%)			
Lockout Date			
Appraised LTV (%)			50.76

Figure 8-12, Debt Restructuring

#### 8.2.2.4 Form 5.2 Sources and Uses

The **Sources and Uses** section is a data entry screen for OMHAR HQ, OMHAR RO, and PAE Users to record a summation of the property funding and the anticipated distribution of those funds. Figure 8-13, Sources and Uses, is an example of the Sources and Uses screen.

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## Form 5.2 Sources and Uses

---

**Property ID:** 800000000  
**Primary FHA Number:** 00035194  
**Property Name:** OMHAR Property  
**PAE Name:** Test PAE

Remember to save all changes or updates by clicking the Save button on the left.

Sources	Amount	Fund Uses	Amount
<b>DEBT:</b>			
Restructured 1st Mortgage Principal:	<input type="text" value="1,865,498.00"/>	Partial Payment of Existing Loan (if Modifying):	<input type="text"/>
Mortgage Restructuring Payment:	<input type="text" value="1,370,869.00"/>	Payoff Existing 1st Mortgage Loan (if Refinancing):	<input type="text" value="3,114,688.00"/>
<b>EXISTING ACCOUNT BALANCES:</b>			
Reserve for Replacement:	<input type="text" value="333,361.00"/>	Other OMHAR Approved Transaction Costs:	<input type="text" value="50,019.00"/>
Residual Receipts:	<input type="text"/>	Owner's Share of Surplus Reserves:	<input type="text"/>
Existing Tax Escrow:	<input type="text"/>		
Existing Hazard Insurance:	<input type="text"/>		
Surplus Cash Account/Other Escrow:	<input type="text"/>		
236 Rehab Grants:	<input type="text"/>		
<b>OWNER'S CONTRIBUTION TOWARD:</b>		<b>ESCROWS:</b>	
Rehabilitation Escrow:	<input type="text" value="20,416.00"/>	OMHAR Approved Rehabilitation Costs:	<input type="text" value="102,080.00"/>
IDRR (if Greater Than Existing Reserve Balance):	<input type="text"/>	Initial Deposits to Replacement Reserves (IDRR):	<input type="text" value="333,361.00"/>
Other Transaction Costs:	<input type="text" value="10,004.00"/>	Tax Escrow:	<input type="text"/>
		Hazard Insurance Escrow:	<input type="text"/>
<b>Repair Loan or Grant:</b>	<input type="text"/>		
<b>OTHER FUND SOURCES:</b>		<b>OTHER FUND USES:</b>	
Project Revenues	<input type="text" value="12,557.00"/>	Old Loan Interest	<input type="text" value="9,120.00"/>
<input type="text"/>	<input type="text"/>	New Loan Interest	<input type="text" value="3,437.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Other Sources Needed to Balance:	<input type="text"/>	Additional Recovery to HUD:	<input type="text"/>
<b>Total Sources of Funds:</b>	<input type="text" value="3,612,705.00"/>	<b>Total Uses of Funds:</b>	<input type="text" value="3,612,705.00"/>
<input type="button" value="Sources Comments"/>		<input type="button" value="Uses Comments"/>	

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Figure 8-13, Sources and Uses

### 8.2.2.5 Print Entire Form

The Print Entire Form option requires several steps to print each of the pages. Each screen is printed using the browser's print button, one screen at a time.

### 8.2.2.6 Submit a Decision for Restructuring Plan

The Submit a Decision for Restructuring Plan option will only be present for properties that are in the Pending Status. The user can select their decision from the drop down box and the name, e-mail address, and date must be entered. The PAE will be notified via e-mail of the decision. Figure 8-14, Review of PAE Plan Submissions, show below, is a sample of the screen.

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### Review of PAE Plan Submissions

The following is the result of your 800006178 property search.

State	Property Name	Property	Renewal Type	Date Submitted	OMHAR Decision	Comments
IL	<a href="#">C/KEEFE APTS</a>	800006178	Mortgage Restructuring	10/08/2003	Pending	<input type="button" value="OMHAR"/> <input type="button" value="PAE"/> <input type="button" value="TRANS"/>

By selecting the button below, OMHAR is finalizing the above options for the selected properties. By continuing, the associated Critical Dates will be entered into the M2M program for the selected properties.

If there are any unusual or important issues that should be brought to the attention of the HUD Project Manager, please enter them in the TRANS comments to appear on the Transmission Memo.

To continue, enter your first and last name:

Enter your complete e-mail address:

Enter Decision Date:

Click here to **SUBMIT DECISIONS** on the PAE RESTRUCTURING PLANS

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Figure 8-14, Review of PAE Plan Submissions

## 8.3 Rent Reduction Only Plan Forms

The following subsections provide additional information on the data relative to **10.2 Rent Reduction Only Restructuring Plan Forms**. Figure 8-15, Form 10.2 Rent Reduction Only, provides an example of the Rent Reduction Only Restructuring Plans main screen. It contains links to the following three major categories of data used to populate a property's Rent Reduction Only Restructuring Plan Form 10.2 as well as a print option and a submit decision option.

- ◆ Property & Loan Information Term Sheet
- ◆ Property Operating Statement

- ◆ Refinancing Sheet
- ◆ Print the Entire Form
- ◆ Submit a Decision for Restructuring Plan (Pending properties only)

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**M2M**

September 28, 2001

Asset Allocation  
Critical Dates Tracking  
Closing  
Reports

Click on the mailbox to E-mail your comments and suggestions.

User ID: C12259

**Restructuring Plans**  
Form 10.2 Rent Reduction Only

Property ID: 800016766      FHA Number: 04335192  
Property Name: JEFFREY PLACE  
PAE Name: Ohio Housing Finance Agency

- [Property & Loan Information Term Sheet](#)
- [Property Operating Statement](#)
- [Refinancing Sheet](#)
- [Print the Entire Form 10.2](#)
- [Submit a Decision for Restructuring Plan](#)

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Figure 8-15, Form 10.2 Rent Reduction Only

### 8.3.1 Form 10.2 Property & Loan Information Term Sheet

The **Property & Loan Information Term Sheet's** contents were covered in Section 8.2.2.1, Form 5.2 Property & Loan Information Term Sheet; however, it is important to note that there are some differences between the Form 5.2 and Form 10.2 Property & Loan Information Term Sheet.

### 8.3.2 Form 10.2 Property Operating Statement

Refer to Section 8.2.2.3, Property Operating Statement to note the content of this screen. Again, there are some fields in Form 5.2 that are not in the Rent Reduction Only form. The Property Operating Statement in Form 10.2 (an example of which is on the next page as Figure, 8-16, Form 10.2 Property Operating Statement)

Form 10.2  
Property Operating Statement

**General Information**  
 Property ID: 800000000  
 FHA Number: 00035194  
 Property Name: OMHAR Property  
 PAE Name: Test PAE

Annual Revenue	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Gross Residential Income (Non-Section 8 Project Based Units)									
Gross Residential Income (Section 8 Project Based Units)	947,484.00	7,641.00	636.75	932,640.00	7,521.29	626.77	14,844.00	119.71	9.98
Commercial									
Other	4,881.00			4,739.00			142.00		
<b>Gross Potential Income</b>	<b>952,365.00</b>	<b>7,618.92</b>	<b>634.91</b>	<b>937,379.00</b>	<b>7,499.03</b>	<b>624.92</b>	<b>14,986.00</b>	<b>119.89</b>	<b>9.99</b>
Residential Vacancy									
Pre(5.0)% Post(5.0)%	-35,584.00			-46,632.00			-11,048.00		
Residential Bad Debt									
Pre(1.4)% Post(2.0)%	-13,276.00			-18,653.00			-5,377.00		
Commercial Vacancy									
Pre( )% Post( )%									
Commercial Bad Debt									
Pre( )% Post( )%									
<b>Effective Gross Income</b>	<b>903,505.00</b>	<b>7,228.04</b>	<b>602.34</b>	<b>872,094.00</b>	<b>6,976.75</b>	<b>581.40</b>	<b>31,411.00</b>	<b>251.29</b>	<b>20.94</b>

Annual Expenses	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
<b>Base</b>									
Real Estate Taxes	43,849.00	350.79	29.23	47,105.00	376.84	31.40	-3,256.00	-26.05	-2.17
Insurance	19,381.00	147.05	12.25	26,857.00	214.86	17.90	-8,476.00	-67.81	-5.65
Utilities	137,048.00	1,096.38	91.37	143,258.00	1,146.06	95.51	-6,210.00	-49.68	-4.14
<b>Base Total</b>	<b>199,278.00</b>	<b>1,594.22</b>	<b>132.85</b>	<b>217,220.00</b>	<b>1,737.76</b>	<b>144.81</b>	<b>-17,942.00</b>	<b>-143.54</b>	<b>-11.96</b>
<b>Controllable</b>									
Management Fees									
Pre( )% Post( )%	52,936.00	423.49	35.29	49,000.00	392.00	32.67	3,936.00	31.49	2.62
Section 8 Administrative									
Other Administrative	46,031.00	368.25	30.69	33,766.00	270.13	22.51	12,265.00	98.12	8.18
Salaries and Benefits	66,661.00	533.29	44.44	63,353.00	506.82	42.24	3,308.00	26.47	2.21
Repairs and Maintenance	76,772.00	614.18	51.18	76,273.00	610.18	50.85	499.00	4.00	.33
Other Controllable									
<b>Controllable Total</b>	<b>242,400.00</b>	<b>1,939.20</b>	<b>161.60</b>	<b>222,392.00</b>	<b>1,779.14</b>	<b>148.26</b>	<b>20,008.00</b>	<b>160.06</b>	<b>13.34</b>
<b>Other</b>									
Security									
Neighborhood Network									
<b>Other Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>441,678.00</b>	<b>3,533.42</b>	<b>294.45</b>	<b>439,612.00</b>	<b>3,516.90</b>	<b>293.07</b>	<b>2,066.00</b>	<b>16.52</b>	<b>1.38</b>

Net Income	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income	461,827.00	3,694.62	307.88	432,482.00	3,459.86	288.32	29,345.00	234.76	19.56
Reserve for Replacement Contributions	-24,828.00	-198.62	-16.55	-24,828.00	-198.62	-16.55	0.00	0.00	0.00
<b>Adjusted Net Operating Income</b>	<b>436,999.00</b>	<b>3,495.99</b>	<b>291.33</b>	<b>407,654.00</b>	<b>3,261.23</b>	<b>271.77</b>	<b>29,345.00</b>	<b>234.76</b>	<b>19.56</b>
1st Mortgage Annual Debt Service *	\$336,768.00	\$2,694.14	\$224.51	\$336,768.00	\$2,694.14	\$224.51	\$0.00	\$0.00	\$0.00
IRP Applied to Debt Service	-			-			-		
<b>Total Amount of 1st Mortgage Debt Service Less IRP</b>	<b>336,768.00</b>	<b>2,694.14</b>	<b>224.51</b>	<b>336,768.00</b>	<b>2,694.14</b>	<b>224.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Net Cash Flow (After Debt Service)	100,231.00	801.85	66.82	70,886.00	567.09	47.26	29,345.00	234.76	19.56
Debt Service Coverage Ratio	1.30			1.21			0.09		

Other Income

\* Value is from the Property and Loan Information Page's Annual Debt Service with MIP

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Figure 8-16, Form 10.2 Property Operating Statement

### 8.3.3 Refinancing

If refinancing the existing mortgage is involved for the property, because it is a Tier 2, click the [Refinancing Sheet](#) button to go to the refinancing section, as represented in Figure 8-17, Refinancing Sheet.

**Note:** A property undergoing a debt restructuring is designated as a Mortgage Restructuring and is covered in Section, 8.2, Mortgage Restructuring Forms.

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## Form 10.2 Refinancing

---

**Property ID:** 800016640  
**FHA Number:** 04635442  
**Property Name:** Greenfield Meadows  
**PAE Name:** Ohio Housing Finance Agency

Remember to save all changes or updates by clicking **Save** button on the left.

	Pre Restructuring	Post Restructuring	System Generated Difference
<b>Originator</b>		<input type="text"/>	
<b>Loan Type</b>	<input type="text"/>	<input type="text"/>	
<b>FHA Program Type</b>	221(d)(4)MKT	<input type="text"/>	
<b>Original Loan Amount</b>	82,800.00	<input type="text"/>	<input type="text"/>
<b>UPB as of 07/04/1999</b>	659,201.36		
<b>Annual Debt Service (Without MIP)</b>	65,188.56	<input type="text"/>	<input type="text"/>
<b>Annual Debt Service (With MIP)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Loan Terms:</b>			
<b>Interest Rate (%)</b>	7.5000	<input type="text"/>	<input type="text"/>
<b>Original Term (Months)</b>	480	<input type="text"/>	<input type="text"/>
<b>Remaining Amortization Period (Months)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Maturity Date</b>	07/01/2018	<input type="text"/>	
<input type="button" value="Comments *"/>			

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Figure 8-17, Refinancing Sheet

## 8.4 Submitted Plans Awaiting Decisions

OMHAR users have the capability to review Restructuring Plan Forms prior to submission or plans submitted by PAEs. Those submitted require approval or return for revision decisions. Click the [Review Submitted Plans](#) link on the **Restructuring Plans** menu to select search criteria for generating a list of submitted Restructuring Plans (as illustrated in Figure 8-18, Review of PAE Plan Submissions).

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### Review of PAE Plan Submissions

The following is the result of your 800006178 property search.

PAE Name: City of Chicago Department of Housing

State	Property Name	Property	Renewal Type	Date Submitted	OMHAR Decision	Comments
IL	<a href="#">O'KEEFE APTS</a>	800006178	Mortgage Restructuring	10/08/2003	Pending	<input type="button" value="OMHAR"/> <input type="button" value="PAE"/> <input type="button" value="TRANS"/>

By selecting the button below, OMHAR is finalizing the above options for the selected properties. By continuing, the associated Critical Dates will be entered into the M2M program for the selected properties.

If there are any unusual or important issues that should be brought to the attention of the HUD Project Manager, please enter them in the TRANS comments to appear on the Transmission Memo.

To continue, enter your first and last name:

Enter your complete e-mail address:

Enter Decision Date:

Click here to **SUBMIT DECISIONS** on the PAE RESTRUCTURING PLANS

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Figure 8-18, Review of PAE Plan Submissions

The following steps direct OMHAR users in reviewing and approving or returning PAE-submitted Restructuring Plan Forms:

1. Click an underlined **Property Name** link to view property and loan data used to develop the Restructuring Plan
2. After reviewing Restructuring Plan data, select of the options in the OMHAR Decision field

**OMHAR Decision**

Pending

Approve

Return for Revision

Pending

- Review comments entered by the PAE in the PAE Comment Box. If desired, enter comments about the OMHAR Decision in the OMHAR Comment box



- Repeat steps 1 through 3 for each additional decision on the remaining restructuring plans
- After all decisions have been made on the Restructuring Plans, enter your first name and last name in the To Continue, Enter Your First and Last Name field

To continue, enter your first and last name:

- Enter your e-mail address in the Enter your complete e-mail address field

Enter your complete e-mail address:

- The system date populates the Enter Today's Date field. If necessary, it may be overwritten by the end-user if a corrected approval/return date needs to be entered

Enter Today's Date:

- Click the Submit Decisions button  to save the Restructuring Plan decisions in the system. An approval message window (shown as Figure 8-19, Approval Message Window, provides the user with additional detail information:



Figure 8-19, Approval Message Window

The successful submission of the restructuring plan form to OMHAR HQ will automatically populate the Critical Dates Tracking date field "PAE Submits Restructuring Plan to OMHAR" for that respective property (depending upon the renewal option type).

## 9 CLOSING MODULE

This module is designed to display, track, and update specific closing information from the Restructuring Plans information in the M2M system. This module should prove essential to OMHAR in collecting some of the data necessary to report total dollar savings from the M2M program.

There is a search screen when this module is selected as shown below in Figure 9-1, Select Search Criteria for Closing Screen.

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### Select Search Criteria for Closing

If a property is not listed on the resulting screen(s) of your search, please verify in Critical Dates Tracking that the plan was submitted and approved and that a closing date has been entered.

Select one of the following criteria:

REMS ID:  FHA #:

Or select one or more of the following options:

OMHAR Region:

State:

PAE:

Property:

Closing Date:

Continue Clear

Figure 9-1, Select Search Criteria for Closing Screen

Select one of the following criteria available to retrieve properties for the Closing properties:

- ◆ Enter a REMS ID for a specify property
- ◆ Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve the Closing properties:

- ◆ Select an **OHMAR Region** from the drop-down list
- ◆ Select a **State** from the drop-down list
- ◆ Select a **PAE Name** from the drop-down list
- ◆ Enter a **Property's Name**
- ◆ Select a **Closing Date** from the drop-down list

- ◆ Click the underlined [HERE](#) link to retrieve all closing properties in the system

The optional selections of **Closing Date Month** and **Closing Date Year** may be selected by themselves or in combination with the other selections. Figure 9-2, Closed Properties Screen, show the results of the search screen. Properties will only appear if their plan has been approved and a closing date has been entered. Clicking an underlined contract number link will take the user directly to the Mortgage Restructuring Closing screen for that property as shown below in Figure 9-3, Mortgage Restructuring Closing Screen.

PAE Name	Status	Property Name	Model Uploaded	Sec 8 Contract Number	Closing Date	Expiration Date	Property City	State
Florida Housing Finance Corporation	A	CARAVAN APTS	C	<a href="#">FL29M000114</a>	12/12/2000	06/30/1999	JACKSONVILLE	FL
VENCOR, INC.	A	Holden House Apartments	C	<a href="#">OH10M000242</a>	12/25/2001	09/30/1999	DAYTON	OH
VENCOR, INC.	A	WINDSOR PLACE	C	<a href="#">OH16H051005</a>	11/30/2001	10/13/1999	LANCASTER	OH
OMHAR Transaction Center	A	1890 HOUSE	C	<a href="#">RI43M000070</a>	06/20/2001	06/30/1999	PROVIDENCE	RI

Figure 9-2, Closed Properties Screen

### 9.1 Mortgage Restructuring Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user may opt to upload and populate the terms with data extracted from the Excel Underwriting Model or key the data manually. Figure 9-3, Mortgage Restructuring Closing Screen, provides an example of the Mortgage Restructuring Closing main screen with subdivisions for the model functions and the online closing screen.



Figure 9-3, Mortgage Restructuring Closing Screen

### 9.1.1 Excel Underwriting Model v4

The following subsections provide detailed instructions showing how to upload the Extract data and Model to the M2M System:

- ◆ Instructions for uploading the Model v4 and the Model data (Closing)
- ◆ Upload extracted data into the online Closing Module
- ◆ Upload a copy of the Model for centralized storage
- ◆ Open or Download Model

#### 9.1.1.1 Instructions for uploading the Model v4 and the Model data (Closing)

The Instructions for uploading the Model v4 and the Model data (Closing) (shown on the next page as Figure, 9-4, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and model to the M2M system for closing:

Print

Close

## How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

1. upload data from the M2M Excel Underwriting Model v4 automatically into the Closing, (without having to perform data entry into the Closing Module). This new feature only works with the **version 4** of the model. Also,
2. the final post-closing M2M Excel Underwriting model must be uploaded and saved on this centralized, protected server.

There are several steps outlined below to perform these two tasks:

To prepare the Model for uploading into the Closing Module online:

1. Complete the data entry in the Underwriting Model v4 and save as the name - REMS Property Id.xls (e.g., 800000000.xls). It is very important to note the location where the model is saved and the REMS #.
2. Go to the last Worksheet Tab in the model named: "Create MIS Upload Worksheet."
3. Click on the Button "Create Extract File."
4. An "extract" file is created automatically and saved in the SAME folder or location as the current Model.
5. The extract file is automatically named the REMS property id.txt (e.g., 800000000.txt).
6. Print a copy of the worksheets called "Form 5.2 Data" and "Closing and Post Closing Data" – to use in the validation of the uploaded data.

To Upload the Extracted Data in order to populate the Closing Module online:

1. Log into the M2M system and go to the Closing Module.
2. Search for the property associated with the model to be uploaded.
3. Select the property.
4. From the Mortgage Restructuring Closing screen, select the option: Upload extracted data into the online Closing Module
5. Either type in the path or location of the extract file (txt file) or click on Browse to find it on the workstation. (It will be in the same folder as the model).
6. Click on the button "Upload the File."
  - If the filename or type of file is incorrect there will be an error displayed.
  - If the filename matches the REMS property id and is the correct file, the data will be extracted and populate the Closing Module automatically.
7. First, a screen with data will appear. The PAE should review the data by comparing the printout from the Model "Form 5.2 Data" and the "Closing and Post Closing Data" worksheets.
8. Click on Save if the data is valid.
9. Click on Continue to make any addition updates to the Closing Module or click on Menu to return to the Mortgage Restructuring Closing screen.
10. If there were errors in the data and the PAE doesn't want to save the data into the system, cancel by clicking the Back button.
11. If there were errors, review the model and make corrections in the model. Save the corrections and start over by creating a new extract file as described above.

To upload and save a copy of the M2M Excel Underwriting Model on the centralized server from the Closing Module:

1. Go to the Closing Module in M2M system.
2. Select the property.
3. From the Mortgage Restructuring Closing screen select the option: Upload a copy of the Model for centralized storage
4. Either type in the path or location of the Model (excel) file or click on Browse to find it on the workstation.
5. Click on the Button "Upload the File."
6. An error will display if there are problems, otherwise, click on Continue.
7. The model is now saved on the server.

For the PAE or OMHAR to view or download to a workstation:

1. Go to the Closing Module screen.
2. Select the Property.
3. From the Mortgage Restructuring Closing screen select the option: Open or Download Model
4. If there is an error, it is most likely that the browser is not set up to view Excel and "xls" needs to be added to the browser's list of applications.
5. Otherwise, choose "save" or "open" – depending on your need.

Figure 9-4, How to Upload Extract and Model Screen

### 9.1.1.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online Closing Module (shown as Figure, 9-5, Upload (Closing) Screen) contains general and detailed information on how to upload extracted data into the online Closing Module:

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Mortgage Restructuring Properties  
Upload (Closing)

Property ID: 800000000      FHA Number: 08335299  
Property Name: OMHAR Property  
PAE Name: Test PAE

**Note: This process is to upload the CLOSING TERMS that were extracted from the final closing model into the text file that was created by clicking the 'Create extract file' button on the 'Create MIS upload worksheet' in the Excel model.**

**The filename of the data extract to be uploaded must match the REMS property id and have a .txt extension. Performing this upload will overwrite any Closing Terms data for this property that has previously been saved.**

**Enter the path and name of the data extract file in the space below or click the browse button to locate the file on your workstation.**

File to Upload:  Browse...

Upload the File

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Figure 9.5, Upload (Closing) Screen

Click the Upload the File button to open the Mortgage Restructuring Upload (Closing) Screen (shown as Figure, 9-6, Mortgage Restructuring Upload (Closing) Screen):



Update data and click the Save button in the bottom of the Mortgage Restructuring Upload Closing screen to open the Information Saved Screen (shown as Figure, 9-7, Upload (Closing) Information Saved Screen), Then Click the Save button in the screen to save data into M2M database.

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Information Saved

---

**The data was saved successfully.**

---

If this property was built prior to 1978, please complete the Lead Based Paint Evaluation section below:

Risk Assessment/Inspection Completed: N/A  
Date Owner Received:  
Lead Based Paint Exists: N/A  
Lead Based Paint Hazard: N/A

If there is a Section 8 Recapture agreement in place at Closing, please fill in the Expiration Date of the Recapture Agreement here:

If this property was a TPA (Transfer of Physical Assets), did HUD forgive the Mortgage Restructuring Note? No  
The Contingency Repayment Note? No

If there are any unusual or important issues that should be brought to the attention of the HUD Project Manager, please enter them in this comment box to appear on the Transmission Memo. Special Conditions \*

Save

---

Otherwise, click "Continue" to go to the Closing Module screen.

Continue

Figure 9.7, Upload (Closing) Information Saved Screen

### 9.1.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown on the next page as Figure, 9-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

Home Back Log Off

### Excel Underwriting Model Upload

Property ID: 800000000      FHA Number: 00035194

Property Name: OMHAR Property  
PAE Name: Test PAE

**Note: The filename of the model to be uploaded must match the property id and have a .xls extension. Performing this upload will overwrite any model for this property that has previously been uploaded.**

Enter the path and filename of the model in the space below or click the browse button to locate the model on your workstation.

File to Upload:  Browse...

Upload the File

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Figure 9-8, Excel Underwriting Model Screen

#### 9.1.1.4 Open or Download Model

The **Open or Download Model** function allows users to view or download the Excel Model that has been placed on the centralized server.

#### 9.1.2 Online Closing

The following subsections provide additional information on the data that is required to populate Mortgage Restructuring Closing terms:

- ◆ Closing Module Screen
- ◆ Print the Transmission Memo
- ◆ Printable View of Closing Module Screen

#### 9.1.2.1 Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 9-10, Closing Module Screen, contains the following sections:

- ◆ Mark to Market Rents
- ◆ IRP
- ◆ CRP
- ◆ First Mortgage
- ◆ Second Mortgage
- ◆ Third Mortgage
- ◆ Sources
- ◆ Fund Uses
- ◆ Lead Based Paint Hazard

- ◆ Rehab Escrow
- ◆ Confirm

After reviewing the information, OHMAR users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the **Confirm** button on the left menu. Any data changes that may have been made will also be saved. Data changes may be saved without confirming by clicking the **Save** button on the left menu. Also, the user may Upload extracted Data, Upload the Model, View the Model, or Print the Transmission Memo by clicking the following buttons on the left menu.



Figure 9-9, Closing Module Menu



### 9.1.2.2 Print the Transmission Memo

The [Print the Transmission Memo](#) (an example of which is on the next page as Figure, 9-11, Closing Memo for Mortgage Restructuring Properties) contains all the property's closing information for printing:

**Office of Multifamily  
Housing Assistance  
Restructuring**

## Memo

**To:** GEORGE BARRIL, Project Manager Seattle  
**From:** Portfolio Office Director  
**Date:** February 3, 2004  
**Subject:** Mark-to-Market (M2M) Debt Restructuring Post Closing Transmission to HUD

---

**Project Name:** AYALPK APARTMENTS **Date Closed:** 05/23/2001  
**Project Address:** 105 Atrasq **Date Model Updated:** 01/30/2004  
 BETHEL, ALASKA 99559

### Restructured Loans

Loan Position	Lender	Type of Loan	Post Closing PIA No.	Original Amount
1st	Loan Holding Corporation	FLA-backed	07332637	263,000.00
2nd	HUD	M2M Mortgage Restructuring Note	0733420V	1,830,000.00
3rd	HUD	M2M Contingency Payment Note	0733420W	286,243.00

\*Loan position and mortgage (as applicable) should be modified to fit the terms of the transaction.

### Terms of 1st Mortgage

Interest Rate	Term	Maturity Date	Monthly P&I Payment (incl. MIP)
6.2500%	360 Mos.	09/01/2033	1,619.33

### Terms of Mortgage Restructuring Note (MRN)

Interest Rate	Term	Maturity Date	Payment Terms
1.0000%	360 Mos.	09/01/2033	73.0% of Single Cash

### Terms of Contingent Repayment Note (CRN)

Interest Rate	Term	Maturity Date	Payment Terms
1.0000%	360 Mos.	09/01/2033	73.0% of Single Cash and Payoff of MRN

### M2M Surplus Cash Calculation

Indicating projected first year cash flow of the transaction:

RE: Gross Income (Adjusted and unrecaptured gains + Credits & other income - vacancy/delta)	263,213.00
Less: Expenses	229,237.00
- Factors for Repayment	24,000.00
- CRP (Projected funds retained to owner, amount assigned per underwriting)	1,133.00
Equals: ANIC	32,243.00
Less: 1st Mortgage Debt Service (includes MIP)	29,739.00
Plus: DP	0.00
Equals: Gross Cash Flow	12,504.00
Less: DP (owner receives for 1st year, available thereafter if cash flow and performance allow, amount assigned per underwriting)	9,210.00
Equals: Single Cash Available for MRN (or CRN) and Owner Split	3,294.00
Amount to MRN (or CRN)	3,293.00
Amount to Owner	0.00

### CRP and IFF

CRP - Monthly Payments	289.92
CRP - Number of Months	120
IFF - Percentage of Effective Gross Income	3.13

### R&R

Initial Post M2M P&I Account Debits	263,200.00
P&I Minimum Annual Amount (includes OT receipts or DP)	24,000.00
P&I Monthly Deposit (includes OT receipts or DP)	2,166.67

### Lead Based Paint Evaluation

Risk Assessment/Inspection Completed	Yes
Date Owner Received	01/02/2004
Lead Based Paint Tests	Yes
Lead Based Paint Hazard	Yes

### Rehab Estimate

Indicate Total Amount Enclosed and Contingency Amount. Attach Schedule of Items and Costs.

Total Amount Enclosed	68,888.17
Contingency Amount	2,263.00

### Cash Management

Rehabilitation Service Administrator:

Organization and Contact Name	Hobbs/Figot Partners
Address	7600 E. Quebec Circle Broomfield Village, CO 80111-3211
Phone Number	3037793130
Repair Oversight	Hobbs/Figot Partners
Address	7600 E. Quebec Circle Broomfield Village, CO 80111
Phone Number	3037793130

### Other Estimate

Taxes Enclosed at Closing	23,793.60
Hazard Services Enclosed at Closing	9,113.00

### IRP and Section 8 Out-Year Recapture (if applicable)

IRP Available:

DP Payments to be made to IRP:	
DP Payments to be applied to 1st Mortgage Debt Service	
Number of Months	

Section 8 Out-Year Recapture Funds Available:

Section 8 Recapture applied to IRP per Month (This amount plus the monthly P&I deposit amount get added together and total give to the Facility Agreement or the owner's original DPX deposit)	
Section 8 Recapture applied to 2nd & 3rd Mortgage Debt Service	
Section 8 Recapture applied to Other Approved Use	
Number of Months	
Expiration Date of Recapture Agreement	

### Rent Determination for Next HAP Contract (to be adjusted by OCAF if applicable)

0 Bedrooms	
1 Bedrooms	432.00
2 Bedrooms	510.00
3 Bedrooms	590.00
4 Bedrooms	
5 Bedrooms	
6 Bedrooms	

### Other Special Condition or Issues:

LOHAS test data THIS IS A TEST

Direct questions to MICHAEL VAUGHN. Direct post-closing cash management questions to Jo Anne Garrison, OMHAR Closing/Post Closing Coordinator at 202-708-3856 x3651.

Please note that the information in this Transmission Memo is current as of the date of the Memo. Any updates to the data or changes to the transaction subsequent to the date of this Transmission Memo, may, however, make this Transmission Memo inaccurate. We will endeavor to keep you updated if changes occur post closing. If however, you believe changes have occurred, you may always verify the accuracy of this information via an automatically updated version of this memorandum located in OMHAR's MIS site (Closing Module) in Secure Systems. Approximately 90-120 days post closing you should receive a final docket of closing related documents that will be the final reference point for all information related to this restructuring.

Figure 9-11, Closing Memo

### 9.1.2.3 Printable View of Closing Module Screen

The [Printable View of Closing Module Screen](#) (an example of which is on the next page as Figure, 9-12, Printable View of Closing Module Screen) contains all the property's closing information for printing:



## 10 REPORTS MODULE

The **Reports** module is accessed by selecting the **Reports** button from M2M's home screen. The reports within the module are a summarization of the data entered in the **Critical Dates Tracking** screens and are management tracking tools to view the overall status of where the assigned properties are in the restructuring process. In addition, there are internal management level reports to assist OMHAR and its business partners in the management of its M2M Program assets.

Generally, only **active** properties in the M2M Program that are assigned to and accepted by a PAE appear in M2M's Reports, though some reports include **completed** properties and allow the User to choose what to be selected. In addition, there is specific criteria for each report, e.g., for the **Property Status Report**, only properties that have at least **one critical date** entered into the system are included on the report. The **Property and Report Selection** page is shown below as Figure 10-1, Property and Report Selection Screen:

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## Property and Reports Selection

### Report Information

**Click On Report Title Below:**

Management Reports
Assigned Active Properties Report
Submitted Plans Awaiting Decision Report
Property Status Report
Overview of the Portfolio Status Report
Partial Assignments Report

**And View Its Description Here:**

The Partial Assignments Report provides a listing of the properties that have been assigned to the designated PAE for completing a specific portion of the full restructuring process. The report shows the due dates and actual dates of the assigned phases. Also, there

Click Here

**To View Printable Version Only <sup>1</sup>**

Click Here

**To View Screen Version**

Click Here

**To Download Electronic Version Only <sup>2</sup>**

Click On SELECT SEARCH OPTIONS Button To Continue:

SELECT SEARCH OPTIONS

Click On Clear Selections Button To Restore Default Settings:

Clear Selections

**<sup>1</sup> To print a selected report:**

1. Select the **View Printable Version** Button above.
2. Click '**Select Search Options**' Button.
3. Select search options and click '**Continue**' Button.
4. Select **Print** on the File menu.
5. Click on **Properties**.
6. Select **Letter** or **Legal\*** on the Paper Size option.
7. Select **Portrait** or **Landscape\*** on the Orientation option.
8. Click **OK**.

**<sup>2</sup> To download a selected report:**

1. Select the **Download Electronic Version** Button above.
2. Click '**Select Search Options**' Button.
3. Select search options and click '**Continue**' Button.
4. Click the "Save File..." button when it appears and name the file any name with a ".csv" extension (e.g., "testrept.csv").

Open Microsoft Excel (or other application of choice) and open the saved file. The file may now be resaved in the format of Excel or other chosen application.

Reports with an asterisk (\*) must be printed in landscape mode on legal-sized paper.

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Figure 10-1, Property and Report Selection Screen

## 10.1 Property and Report Selection

The **Reports** module allows users to generate the following reports:

- ◆ Assigned Active Properties Report
- ◆ Submitted Plans Awaiting Decision Report
- ◆ Overview of the Portfolio Status Report
- ◆ Partial Assignments Report
- ◆ Late Submissions Report
- ◆ Rent Comparability Review Progress Report
- ◆ Rent Comparability Review Progress Report – Post M2M
- ◆ Rent Reduction Only Progress Report
- ◆ Mortgage Restructuring Progress Report
- ◆ Focus on Production Report
- ◆ Properties On Hold Report
- ◆ Underwriting Tracking Report

To view a report, click the report title in the scroll down selection box and click one of the viewing options. Reports may be viewed on-screen, printed, or downloaded and saved in an electronic format. Next, click the Select Search Options button and make your selections in the opened window.

### To save a downloadable version of a report:

1. Select the Download Electronic Version radio button
2. Click the 'Select Search Options' button
3. Select search options and click the 'Continue' button
4. Click the "Save File..." button and name the file a name with a ".csv" extension (e.g., "testrept.csv").
5. Open application of choice (e.g., Microsoft Excel) and the saved file.
6. The file may be resaved in the format of the application.

## 10.2 Assigned Active Properties Report

The **Assigned Active Properties Report** (Figure 10-2, Assigned Active Properties Report on the next page) contains a listing of all of the current M2M Program properties, the PAE to which each property is assigned, and the M2M Program phase in which each property resides.

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### Assigned Active Properties Report

Today's Date: 09/12/2003

OMHAR Region: Centralized Closing

PAE Name	Property Name	Section 8 Contract Renewal Type	Last Critical date	Date	Property ID	Property City	Property State
Heskin Signet Partnership	IKE SIMS VILLAGE	Mortgage Restructuring	Closing Documents Distributed by PAE	01/17/2002	<a href="#">800005997</a>	CHICAGO	IL
Heskin Signet Partnership	Knollwood Apartments	Mortgage Restructuring	Closing Documents Distributed by PAE	01/08/2002	<a href="#">800006023</a>	ELGIN	IL
Heskin Signet Partnership	THE DOWNTOWNER	Mortgage Restructuring	Closing Date	02/25/2003	<a href="#">800006387</a>	BLOOMINGTON	IL
Heskin Signet Partnership	WILLAPA LANDING APARTMENTS	Mortgage Restructuring	Closing Documents Distributed by PAE	07/14/2003	<a href="#">800022814</a>	SOUTH BEND	WA

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Figure 10.2, Assigned Active Properties Report

### 10.3 Submitted Plans Awaiting Decision Report

The Submitted Plans Awaiting Decision Report contains a listing of all of the current restructuring plans submitted by PAEs that do not have an “Approved” or “Returned for Revision” status and are awaiting a decision from OMHAR. Shown below in Figure 10.3, Submitted Plans Awaiting Decision Report, is an example of a Submitted Plans Awaiting Decision Report.

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### Submitted Plans Awaiting Decision Report

Today's Date: 12/05/2001

OMHAR Region: New York

PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Original Date Submitted
NW Financial Group	MIDDLETOWN APTS	CT	Mortgage Restructuring	<a href="#">800003511</a>	11/01/2001
CPC Resources, Inc.	CROTONA AVE REHAB	NY	Mortgage Restructuring	<a href="#">800015011</a>	10/02/2001
CreditVest, Inc.	BMR #3	NY	Mortgage Restructuring	<a href="#">800014833</a>	10/17/2001
CreditVest, Inc.	BRACO-I	NY	Mortgage Restructuring	<a href="#">800014839</a>	10/09/2001
CreditVest, Inc.	LANSINGBURGH APARTMENTS	NY	Mortgage Restructuring	<a href="#">800015378</a>	11/12/2001
CreditVest, Inc.	SCHOOLHOUSE APARTMENTS	NY	Mortgage Restructuring	<a href="#">800016070</a>	11/12/2001
New York State Housing Finance Agency	Towne Gardens	NY	Mortgage Restructuring	<a href="#">800015089</a>	10/24/2001
CreditVest, Inc.	THREE RIVERS MANOR	PA	Mortgage Restructuring	<a href="#">800018944</a>	10/09/2001

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Figure 10-3, Submitted Plans Awaiting Decision Report

### 10.4 Overview of the Portfolio Status Report

The Overview of the Portfolio Status Report (Figure 10-4, Overview of the Portfolio Status Report) is an overview of the status of all the Properties reflecting the Accepted, Submitted, Approved, Closing, and “Other Completed” Dates sorted by Regional Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property’s critical dates’ page to view the current dates and update, if necessary.

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### Overview of the Portfolio Status Report

Today's Date: 09/13/2001

OMHAR Region: New York										
PAE Name	State	Property Name	Property ID	Status	Section 8 Contract Renewal Type	Accepted Date	Submitted Date	Approved Date	Closing Date	Other Completed Date
New York State Housing Finance Agency	NY	1085 MANHATTAN DEVELOPMENT	<a href="#">800016133</a>	Completed	Rent Reduction Only	04/03/2000				
New York State Housing Finance Agency	NY	DALY II	<a href="#">800015028</a>	Active	Mortgage Restructuring	04/03/2000	06/26/2001	06/28/2001		
New York State Housing Finance Agency	NY	DALY III	<a href="#">800015029</a>	Active	Mortgage Restructuring	04/03/2000	07/31/2001	08/06/2001		
New York State Housing Finance Agency	NY	ELLCOTT REDEVELOPMENT PHASE II	<a href="#">800015089</a>	Active	Mortgage Restructuring	04/03/2000				
New York State Housing Finance Agency	NY	HUNTS POINT PENNISULA	<a href="#">800015280</a>	Active	Mortgage Restructuring	04/03/2000	08/06/2001			
New York State Housing Finance Agency	NY	PRESIDENT STREET APARTMENTS	<a href="#">800016128</a>	Completed	Rent Reduction Only	04/03/2000	11/30/2000	12/06/2000		

Figure 10-4, Overview of the Portfolio Status Report

## 10.5 Partial Assignments Report

The Partial Assignments Report (Figure 10-5, Partial Assignments Report) is a list of all the Properties that are designated as partial assignments, sorted by Regional Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.

<a href="#">Home</a> <a href="#">Back</a> <a href="#">Secure Systems</a> <a href="#">Log Off</a>													
Partial Assignments Report													
Today's Date: 09/12/2002													
OMHAR Region: Chicago													
PAE Name	State	Property Name	Property ID	Status	Due Diligence Due Date	Due Diligence Actual Date	Submit Due Date	Submit Actual Date	Owner Executed Restructuring Commitment Due Date	Owner Executed Restructuring Commitment Actual Date	Closing Due Date	Closing Actual Date	Action Other Than Closing Date
CreditVest, Inc.	MO	Victoria Arms Apartments	<a href="#">800011956</a>	Completed	07/06/2001	08/08/2001	08/06/2001	11/12/2001	09/06/2001	01/11/2002	11/06/2001	03/27/2002	
CreditVest, Inc.	OH	Advent II	<a href="#">800016204</a>	Completed	07/20/2001	09/21/2001	08/20/2001	09/28/2001	09/20/2001		11/20/2001		09/28/2001
CreditVest, Inc.	OH	FRANKFORT VILLAGE	<a href="#">800016389</a>	Active	07/20/2001	05/10/2001		01/15/2003	09/20/2001	01/21/2003	11/20/2001		
CreditVest, Inc.	OH	GLENWOOD VILLAGE	<a href="#">800016630</a>	Completed	07/20/2001	08/29/2001	08/20/2001	11/09/2001	09/20/2001	12/18/2001	11/20/2001	08/27/2002	
CreditVest, Inc.	OH	MT VERNON PLAZA I	<a href="#">800016949</a>	Active	07/20/2001	11/26/2001	08/20/2001	01/03/2002	09/20/2001	01/22/2003	11/20/2001	04/28/2003	
CreditVest, Inc.	OH	MT VERNON PLAZA II	<a href="#">800016943</a>	Active	07/20/2001	11/26/2001	08/20/2001	02/07/2002	09/20/2001	04/01/2003	11/20/2001	06/20/2003	
CreditVest, Inc.	OH	Parkway Towers	<a href="#">800017075</a>	Completed	06/10/2001	09/15/2001	07/10/2001	11/09/2001	08/10/2001	12/31/2001	10/10/2001	02/27/2002	
CreditVest, Inc.	OH	RIVERVIEW APARTMENTS	<a href="#">800017178</a>	Active	07/20/2001	05/09/2001		10/24/2001	12/09/2002	12/11/2002			
CreditVest, Inc.	OH	URBAN HOLLOW, LTD.	<a href="#">800017389</a>	Completed	07/20/2001	05/03/2001	08/20/2001	10/04/2001	09/20/2001	11/12/2001	11/20/2001	01/25/2002	
Heskin Signet Partnership	IL	LAVERGNE COURT APTS	<a href="#">800040084</a>	Active	07/17/2002		08/17/2002	05/20/2003	09/17/2002	07/01/2003	10/17/2002		
Heskin Signet Partnership	IL	WASHINGTON COURTS I	<a href="#">800040081</a>	Active	07/17/2002		08/17/2002	02/18/2003	09/17/2002	07/01/2003	10/17/2002		
Heskin Signet Partnership	IN	CARRIAGE HOUSE MUNCIE	<a href="#">800006631</a>	Active				07/11/2003					
Heskin Signet Partnership	MA	OLDE ENGLISH VILLAGE	<a href="#">800008744</a>	Active				01/03/2003					
Heskin Signet Partnership	MO	BAINBRIDGE APTS	<a href="#">800011443</a>	Active				05/01/2001					
Heskin Signet Partnership	MO	LINDA VISTA APTS	<a href="#">800011698</a>	Active				04/20/2001					
Heskin Signet Partnership	OH	CHIP TOWNHOUSES II	<a href="#">800016419</a>	Completed			05/20/2001	11/20/2001	06/05/2001		08/05/2001		01/25/2002
Heskin Signet Partnership	OH	RIVERSIDE MANOR APTS	<a href="#">800017174</a>	Completed			06/20/2001	06/21/2001	07/20/2001	08/29/2001	09/20/2001	10/22/2001	
Heskin Signet Partnership	OH	TERRILL SUITES	<a href="#">800017349</a>	Active	05/20/2001		06/20/2001	02/28/2002	07/20/2001	08/14/2002	09/20/2001	10/30/2002	
Heskin Signet Partnership	OH	Tubman Towers	<a href="#">800017370</a>	Completed			05/20/2001	09/24/2001	06/20/2001	10/08/2001	08/20/2001	10/30/2001	

Figure 10-5, Partial Assignments Report

## 10.6 Late Submissions Report

The Late Submissions Report (Figure 10-6-1, Late Submissions Report (Part I)) provides a roll up of the total number of late plan submissions by type. Clicking on the total (underlined in blue) will provide details (Figure 10-6-2, Late Submissions Report (Part II)) on which properties comprise the total number, sorted by Regional Office and by PAE. The last Milestone and date completed and the number of days the property is late is provided. Also, there is a direct link to the property's critical date's page to view the current dates and update, if necessary.

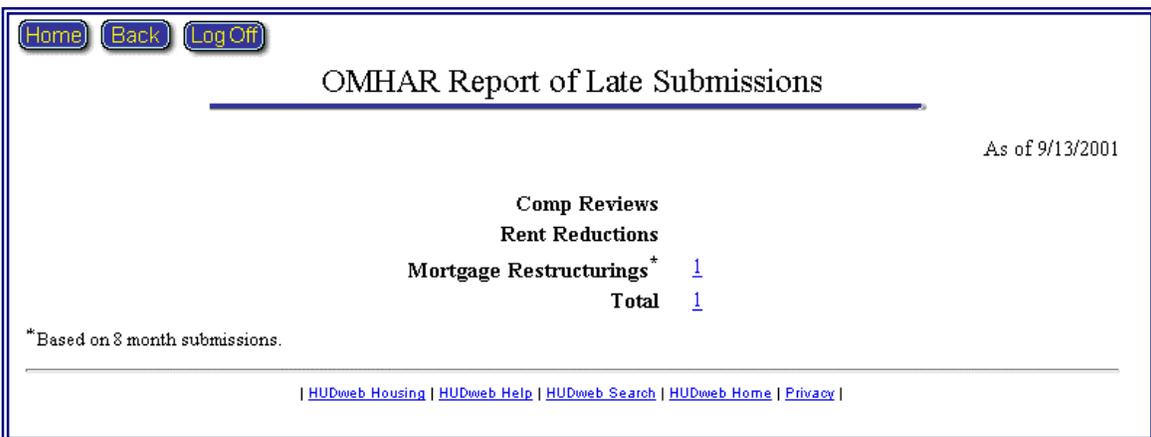


Figure 10-6-1, Late Submissions Report (Part I)

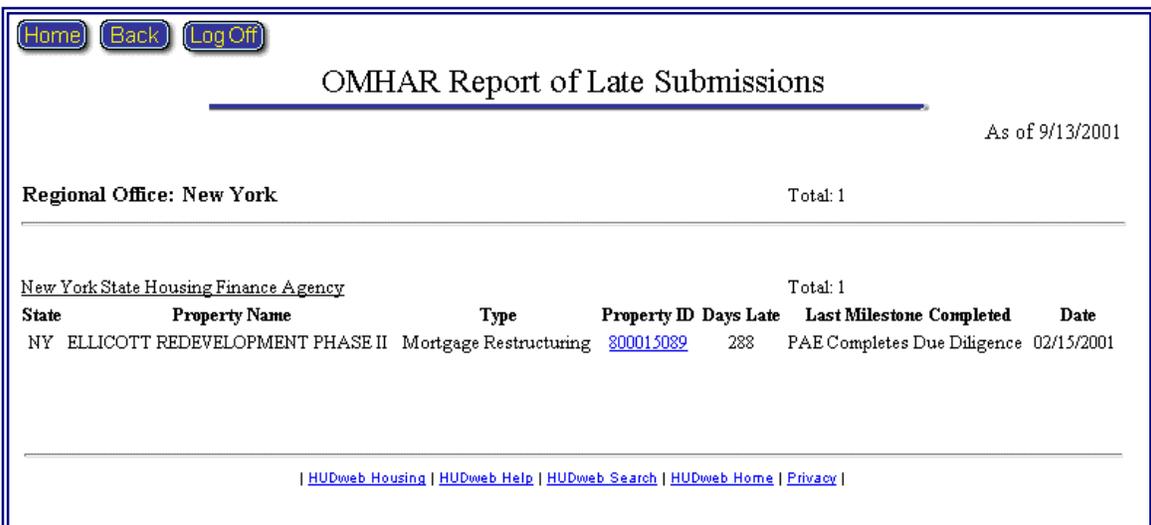


Figure 10-6-2, Late Submissions Report (Part II)

## 10.7 Rent Comparability Review Progress Report

The Rent Comparability Review Progress Report (illustrated as Figure 10.7 on the next page) represents the progress and status of the active Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to OMHAR and the date OMHAR approves the results.

<a href="#">Home</a> <a href="#">Back</a> <a href="#">Secure Systems</a> <a href="#">Log Off</a>										
Rent Comparability Review Progress Report										
Today's Date: 09/12/2003										
	Property State	Status	Primary FHA Number	Field Office Refers to OMHAR	OMHAR Initial Assignment	OMHAR Approves COI Form 2.2	PAE Accepts Assignment	PAE Submits Review Results to OMHAR	OMHAR Approves Review Results Date	Approved Review Results
<b>OMHAR Region: New York</b>										
<b>CPC Resources, Inc.</b>										
WEST 135TH STREET APARTMENTS	NY	Completed	01257007		01/12/2000	01/28/2000	02/02/2000	06/02/2000	06/09/2000	Over Market
HAVERFORD HOUSE	PA	Completed	03444021		12/22/1999	01/28/2000	02/02/2000	06/15/2000	06/29/2000	Over Market
MORELANE GARDENS	PA	Completed	03440017		07/02/1999	07/28/1999	08/01/1999	04/04/2000	04/10/2000	Over Market
<b>PAE Total</b>				<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>NW Financial Group</b>										
NUMBER ONE NORTON	CT	Completed	01735160		08/30/2002	09/11/2002	09/19/2002	12/06/2002	01/27/2003	Equal/Under Market
ST MARY'S ELDERLY	CT	Completed	01735111		09/18/2000	10/12/2000	10/20/2000	01/03/2001	02/12/2001	Equal/Under Market
FLAZA APARTMENTS	NY	Completed	01257172		02/21/2002	03/01/2002	03/06/2002	06/12/2002	07/02/2002	Over Market
<b>PAE Total</b>				<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>New Hampshire Housing Finance Authority</b>										
BROOKSIDE PARK APARTMENTS	NH	Completed	02444042		07/15/1999	07/15/1999	02/09/2000	02/08/2000	02/15/2000	Equal/Under Market
<b>PAE Total</b>				<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>New Jersey Housing &amp; Mortgage FA</b>										
BURLINGTON MANOR APARTMENTS	NJ	Completed	03535019		05/24/2000	07/14/2000	08/10/2000	10/20/2000	11/15/2000	Over Market
PHILADELPHIA VILLAGE	NJ	Completed	03544038		05/24/2000	07/14/2000	08/10/2000	10/24/2000	11/06/2000	Over Market
<b>PAE Total</b>				<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	
<b>ONTRA, Inc.</b>										
UPACA V	NY	Completed	01244038		01/20/2000	02/03/2000	03/20/2000	05/27/2000	06/09/2000	Equal/Under Market
<b>PAE Total</b>				<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>R.E.R., Inc.</b>										
MAGELLAN MANOR	NJ	Completed	03535023		06/30/2000	07/14/2000	07/19/2000	10/26/2000	11/17/2000	Equal/Under Market
CAMBRIDGE SQUARE	NY	Completed	01435024		12/14/1999	12/22/1999	01/18/2000	02/18/2000	03/15/2000	Over Market
MARYNER TOWERS	NY	Completed	01444002		12/14/1999	12/22/1999	01/18/2000	02/18/2000	03/15/2000	Equal/Under Market
<b>PAE Total</b>				<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>Region Total</b>				<b>0</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	

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Figure 10.7, Rent Comparability Review Progress Report

## 10.8 Rent Comparability Review Progress Report – Post M2M

The **Rent Comparability Review Progress Report – Post M2M** (illustrated as Figure 10.8 on the next page) represents the progress and status of the Post M2M Program Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to OMHAR and the date OMHAR approves the results.

<a href="#">Home</a> <a href="#">Back</a> <a href="#">Secure Systems</a> <a href="#">Log Off</a>											
Post M2M Rent Comparability Review Progress Report											
Today's Date: 09/12/2003											
	Property State	Status	Primary FHA Number	Field Office Refers to OMHAR	OMHAR Initial Assignment	OMHAR Approves COI Form 2.2	PAE Accepts Assignment	PAE Submits Review Results to OMHAR	OMHAR Approves Review Results Date	Approved Review Results	
OMHAR Region: San Francisco											
ONTRA, Inc.											
	Carondelet Str Ct Apts	CA	Completed	12235394		12/02/2002	12/06/2002	12/09/2002	02/20/2003	03/21/2003	Equal/Under Market
	MIYAKO GARDEN APTS	CA	Completed	12235454		12/02/2002	12/06/2002	12/09/2002	02/20/2003	03/20/2003	Equal/Under Market
	NEW HAMPSHIRE ARMS	CA	Completed	12235393		12/02/2002	12/06/2002	12/09/2002	02/20/2003	03/21/2003	Equal/Under Market
	WILLOW BROOK VILLA	CA	Active	12235367	06/26/2003	07/21/2003	07/31/2003				Review in Process
	<b>PAE Total</b>				<b>1</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	
	<b>Region Total</b>				<b>1</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	
	<b>OMHAR Total</b>				<b>1</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<a href="#">HUDweb Housing</a>   <a href="#">HUDweb Help</a>   <a href="#">HUDweb Search</a>   <a href="#">HUDweb Home</a>   <a href="#">Privacy</a>											

Figure 10.8, Rent Comparability Review Progress Report – Post M2M

## 10.9 Rent Reduction Only Progress Report

The **Rent Reduction Only Progress Report** represents the progress and status of the active M2M Program Rent Reduction Only properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Rent Reduction Only Restructuring Plan was submitted to OMHAR and the date OMHAR issues a decision on submitted plans.

Figure 10-9, Rent Reduction Only Progress Report (Part I) and Figure 10-10, Rent Reduction Only Progress Report (Part II), shown below, is an example of the Rent Reduction Only Progress Report.

**Note:** It is necessary to load legal-sized paper and set you printer to print in landscape mode for this progress report.

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### Rent Reduction Only Progress Report -- Part I

Today's Date: 09/13/2001

Property State	Status	Primary FHA Number	OMHAR Initial Assignment	OMHAR Approves COI Form 2.2	PAE Accepts Assignment	Tier 1 Due Date	Amended Tier 2 Due Date (Per Rel. Mgr.)	Tenant Notice Sent	PCA Assigned by PAE	3rd Party Market Survey Assigned by PAE	PAE Submits Justification for Recommendation (Form 10.2)	OMHAR Receives Complete PAE Justification (Form 10.2) Submission	OMHAR Approves PAE Lite Recommendation	
Ohio Housing Finance Agency														
OMHAR Region: Chicago														
BUCKEYE ??	OH	Active	04335188	07/26/1999	11/11/2000	11/21/2000	02/19/2001				11/23/2000			
Greenfield Meadows	OH	Active	04635442	07/06/1999	09/10/1999	08/08/1999	10/23/1999	10/26/1999	08/15/1999	08/15/1999	08/15/1999	09/15/1999	11/01/1999	11/15/1999
JEFFREY PLACE	OH	Active	04335192	07/20/1999	07/21/1999	07/07/1999	10/05/1999		10/01/1999	10/01/1999	07/28/1999	05/30/2001		
MECHANICSBURG VILLAGE	OH	Active	04335194	07/26/1999	11/11/1999	11/21/2000	02/19/2001		12/01/2000			11/23/2000		11/23/2000
<b>Region Total</b>				<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>2</b>
<b>PAE Total</b>				<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>2</b>

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Figure 10.9, Rent Reduction Only Progress Report (Part I)

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### Rent Reduction Only Progress Report -- Part II

Today's Date: 09/13/2001

Property State	Status	Primary FHA Number	OMHAR Approves PAE Lite Recommendation	OMHAR Notifies Sec. 8 Contract Administrator	PAE Notifies Sec. 8 Contract Administrator	PAE Receives Sec. 8 Contract Administrator's Confirmation of Receipt	PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring	OMHAR Approves Tier 2 Conversion (Form 2.16)	OMHAR Returns to PAE for Revision	OMHAR Receives PAE Resubmission	
Ohio Housing Finance Agency											
OMHAR Region: Chicago											
BUCKEYE ??	OH	Active	04335188							11/24/2000	
Greenfield Meadows	OH	Active	04635442	11/15/1999	12/01/1999	01/01/2000	01/03/2000	10/06/1999	09/27/1999	10/02/1999	
JEFFREY PLACE	OH	Active	04335192							11/22/2000	
MECHANICSBURG VILLAGE	OH	Active	04335194							11/22/2000	11/23/2000
<b>Region Total</b>				<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>2</b>
<b>PAE Total</b>				<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>2</b>

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Figure 10.10, Rent Reduction Only Progress Report (Part II)

## 10.10 Mortgage Restructuring Progress Report

The Mortgage Restructuring Progress Report details the progress and status of the active Mortgage Restructuring properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Mortgage Restructuring Plan was submitted to OMHAR and the date OMHAR issues a decision on submitted plans. An example of this report is presented as Figure 10-11, Mortgage Restructuring Progress Report (Part I) and Figure 10-12, Mortgage Restructuring Progress Report (Part II).

**Note:** It is necessary to load legal-sized paper and set you printer to print in landscape mode for this progress report.

		<a href="#">Home</a>	<a href="#">Back</a>	<a href="#">Secure Systems</a>	<a href="#">Log Off</a>	Mortgage Restructuring Progress Report													
		(Critical Dates up to the PAE's Draft Plan Submission)																	
		Today's Date: 09/12/2003																	
	State	Status (*Partial)	Primary FHA Number	OMHAR Initial Assign.	OMHAR Approves COI Form 2.2	Amended PRA Milestone Date Per 2.15 Waiver	PAE Accepts Assign.	Owner Kickoff Meeting	PCA Assigned by PAE	Appraisal Assigned by PAE	Tenant Meeting - #1	Owner Submits Data Collection Report	PCA Complete	Appraisal Complete	PAE Completes Due Diligence	Tenant Meeting - #2	PAE Submits Restr. Plan to OMHAR		
<b>OMHAR Region: San Francisco</b>																			
<b>Colorado Housing &amp; Finance Authority</b>																			
ISLAND GROVE VILLAGE	CO	Active	10144089	12/09/2002	12/23/2002	08/28/2003	12/26/2002	01/14/2003	12/30/2002	01/14/2003	02/25/2003	01/08/2003	02/19/2003	02/25/2003					
MOUNTAIN VIEW PLACE	CO	Completed	10135289	05/11/2001	05/23/2001		09/28/2001	06/13/2001	06/19/2001	06/13/2001	03/18/2002	06/28/2001	08/22/2001	07/08/2002	08/02/2002		09/17/2002		
UNIVERSITY PLAZA	CO	Completed	10135259	10/29/2001	11/09/2001		11/15/2001	12/11/2001	12/10/2001	12/11/2001	01/15/2002	12/20/2001	02/26/2002	01/22/2002	03/29/2002	09/04/2002	08/28/2002		
WINDSOR COURT APTS	CO	Completed	10135514	08/26/2002	09/13/2002		09/19/2002	10/21/2002	10/21/2002	10/21/2002	11/12/2002	11/26/2002	12/03/2002	12/13/2002	12/13/2002				
HEARTHSTONE	MT	Active	09344060	08/26/2002	09/13/2002	11/17/2003	09/19/2002	11/12/2002	10/21/2002	10/21/2002	02/05/2003	11/06/2002	12/27/2002	01/06/2003	01/06/2003	07/28/2003	08/01/2003		
EASTWARD COURT	WY	Active	10935055	11/01/2002	12/03/2002		12/05/2002	12/23/2002	12/13/2002	12/20/2002	03/24/2003	03/03/2003	02/19/2003	01/29/2003	02/19/2003		08/04/2003		
RAINBOW VISTA	WY	Active	10935053	05/23/2003	06/03/2003		06/05/2003	06/12/2003	06/09/2003	06/23/2003									
SHOSHONE COURT	WY	Active	10935054	03/18/2003	04/03/2003		04/08/2003	04/23/2003	04/18/2003	04/21/2003		06/27/2003	06/19/2003	06/24/2003					
VILLAGE GARDENS	WY	Active	10935048	02/24/2003	03/05/2003		02/27/2003	03/27/2003	03/20/2003	03/20/2003	06/25/2003	06/25/2003	05/20/2003	04/29/2003	06/23/2003				
<b>PAE Total</b>			<b>9</b>	<b>9</b>	<b>2</b>	<b>2</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>2</b>	<b>4</b>		
<b>Utah Housing Corporation</b>																			
LORNA DOONE APARTMENTS	UT	Completed	10510501	11/09/2000	11/15/2000		11/16/2000	12/12/2000	01/16/2001	01/16/2001	01/16/2001	02/09/2001	02/12/2001	03/08/2001	03/08/2001		07/26/2001		
R L COURTS	UT	Active	10539008	02/10/2003	02/20/2003		02/21/2003	02/24/2003	03/04/2003	03/04/2003	03/06/2003	05/07/2003	04/15/2003	06/03/2003	06/03/2003	07/31/2003			
<b>PAE Total</b>			<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>		
<b>Washington State Housing Finance Comm.</b>																			
GRAND COULEE APARTMENTS	WA	Completed	17144048	11/04/1999	12/03/1999		01/15/2000	02/09/2000	02/10/2000	02/10/2000	03/16/2000	01/22/2001	03/09/2000	04/04/2000	04/04/2000	04/04/2001	02/13/2001		
HERITAGE APARTMENTS	WA	Completed	12735291	03/23/2000	04/26/2000		05/03/2000	04/28/2000	05/26/2000	05/26/2000	07/19/2000	05/25/2000	07/25/2000	01/22/2001	01/22/2001	04/30/2001	04/08/2001		
RICHARD ALLEN APARTMENTS	WA	Active	17144022	07/15/1999	09/29/1999		10/06/1999	11/04/1999	12/15/1999	12/15/1999	12/08/1999	12/08/2000	03/20/2000	03/20/2000	03/28/2000	12/13/2000	01/25/2001		
<b>PAE Total</b>			<b>3</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		
<b>Region Total</b>			<b>149</b>	<b>149</b>	<b>35</b>	<b>145</b>	<b>134</b>	<b>134</b>	<b>135</b>	<b>128</b>	<b>130</b>	<b>132</b>	<b>133</b>	<b>126</b>	<b>86</b>	<b>93</b>			

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Figure 10-11, Mortgage Restructuring Progress Report (Part I)

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Mortgage Restructuring Progress Report <small>(Critical Dates from PAE's Draft Plan Submission)</small>															
Today's Date: 04/28/2003															
Property State	Status (*Partial)	Primary FHA Number	PAE Submits Restructuring Plan to OMHAR	OMHAR Receives Complete Restructuring Plan and Form 5.2	Date Assigned to Underwriter	OMHAR Approves Restructuring Plan	OMHAR Returns Restructuring Plan for Revision	OMHAR Receives PAE Resubmission	Restructuring Commitment Executed by Owner	Scheduled Closing Date	Closing Date	New Section 8 Contract Effective Date	Closing Documents Distributed by PAE	Transmission Memo submitted to Multifamily Housing	Date Action Other than Closing Occurred
OMHAR Region: Chicago															
D.C. HOUSING FINANCE AGENCY															
4H MAHON	VI	Active	07444051												
PAE Total			0	0	0	0	0	0	0	0	0	0	0	0	0
North Carolina Housing Finance Agency															
PEGASUS 80	KY	Active	08333333												
PAE Total			0	0	0	0	0	0	0	0	0	0	0	0	0
Ohio Housing Finance Agency															
ADVENT II	OH	Active	04635126												
JEFFREY FLACE	OH	Active	04335192	02/28/2003											
MT WERNON PLAZA II	OH	Active*	04335159	11/13/2001			11/13/2001								
SKYLINE TERRACE	OH	Active	04244252												
SKYLINE TERRACE	OH	Active	04244897	11/23/2001			09/17/2003								
SKYLINE TERRACE, 042-55053	OH	Active	04244026												
SUNSET HILLS ASSC. JNT VENTURE, OP	OH	Active													
PAE Total			3	0	0	0	2	0	0	0	0	0	0	0	0
VENCOR, INC.															
CENTURY VILLAGE	MO	Active	08444030												
PAE Total			0	0	0	0	0	0	0	0	0	0	0	0	0
Region Total			3	0	0	0	2	0	0	0	0	0	0	0	0

Figure 10-12, Mortgage Restructuring Progress Report (Part II)

### 10.11 Focus on Production Report

The **Focus on Production Report** (Figure 10-13, Focus on Production Report (Part I)) provides a roll up of the total number of the expected submissions in the next two weeks, the next 6 months (by month) and the total for the next six months. By clicking on the total numbers underlined in blue, the properties expected to be submitted are detailed (Figure 10-14, Focus on Production Report (Part II)) by Regional Office and PAE. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.

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### Focus on Production Report

As of 9/13/2001

Plans Due	Total	Comp Reviews	Rent Reductions	Mortgage Restructurings
This Week	<a href="#">13</a>		<a href="#">1</a>	<a href="#">12</a>
Next Week	<a href="#">9</a>			<a href="#">9</a>
September, 2001	<a href="#">47</a>		<a href="#">1</a>	<a href="#">46</a>
October, 2001	<a href="#">53</a>			<a href="#">53</a>
November, 2001	<a href="#">3</a>			<a href="#">3</a>
December, 2001				
January, 2002				
February, 2002				
September, 2001 - February, 2002	<a href="#">103</a>		<a href="#">1</a>	<a href="#">102</a>

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Figure 10-13, Focus on Production Report (Part I)

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### Focus on Production Report

Plans (Mortgage Restructuring) Due in November, 2001

**Regional Office: San Francisco** Total: 2

---

**Heskin Signet Partnership** Total: 2

State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date
CO	RIDGEVIEW APTS	<a href="#">800003160</a>	05/07/2001	11/07/2001
CA	DAKOTA WOODS II	<a href="#">800001364</a>	06/06/2001	11/22/2001

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Figure 10-14, Focus on Production Report (Part II)

## 10.12 Properties On Hold Report

The **Properties On Hold Report** (Figure 10-15, Properties On Hold Report) lists all assets currently On Hold. A property is placed on hold when impediments to the restructuring process are completely outside of the PAE's control. The 'OMHAR Places Property On Hold' date freezes the property for all OMHAR PRA required dates.

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### Properties On Hold Report

Today's Date: 09/12/2003

	State	Status (*Partial)	Primary FHA Number	Section 8 Contract Renewal Type	Date put on Hold	Anticipated On Hold Removal Date
<b>OMHAR Region: Chicago</b>						
<b>Heskin Signet Partnership</b>						
MOUNT MASSIVE MANOR	CO	Active	10135344	Rent Reduction Only	09/02/2003	10/10/2003
<b>PAE Total</b>					<b>1</b>	<b>1</b>
<b>Region Total</b>					<b>1</b>	<b>1</b>
<b>OMHAR Region: Washington</b>						
<b>Jefferson County Assisted Housing Corp.</b>						
CORNELIUS APARTMENTS	AL	Active	06235362	Mortgage Restructuring	08/27/2003	09/30/2003
<b>PAE Total</b>					<b>1</b>	<b>1</b>
<b>Region Total</b>					<b>1</b>	<b>1</b>
<b>OMHAR Total</b>					<b>2</b>	<b>2</b>

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Figure 10-15, Properties On Hold Report

### 10.13 Underwriting Tracking Report

The **Underwriting Tracking Report** (Figure 10-16, Underwriting Tracking Report) lists all Full Debt Restructurings currently submitted to OMHAR for Underwriting Review.

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### Underwriting Tracking Report

Today's Date: 09/12/2003

	State	Status (*Partial)	Primary FHA Number	Date Originally Submitted	Date Currently Submitted	Date Assigned to Underwriter	Underwriter Name
<b>OMHAR Region: Centralized Closing</b>							
<b>Underwriting Region:</b>							
<b>Heskin Sigmet Partnership</b>							
WALDEN OAKS	IL	Completed**	07135342	07/09/2001			
WILLOW SPRINGS APARTMENTS	IL	Completed**	07235069	07/09/2001			
LA CASA EVANGELICA	WI	Completed**	07535219	05/04/2001			
<b>PAE Total</b>				<b>3</b>	<b>0</b>	<b>0</b>	
<b>Underwriting Region Total</b>				<b>3</b>	<b>0</b>	<b>0</b>	
<b>Underwriting Region: Chicago</b>							
<b>Heskin Sigmet Partnership</b>							
ROYAL OAK II APARTMENTS	IA	Completed**	07435103	03/22/2001		11/17/2000	JAMES HANNIGAN
LANGMAN APTS.	IL	Completed**	07135341	04/24/2001		06/29/2000	JAMES HANNIGAN
Martin Luther King, Jr. Plaza Apartments	IL	Completed**	07194017	05/15/2001		04/11/2001	JAMES HANNIGAN
Park View Apartments	IL	Completed**	07135570	04/06/2001		02/22/2001	JAMES HANNIGAN
Spring Grove Apartments	IL	Completed**	07135571	04/06/2001		02/22/2001	JAMES HANNIGAN
TAVEN APTS	MO	Completed**	08544022	04/20/2001		04/02/2001	
FAIRFIELD HOMES	WI	Completed**	07535024	05/01/2001		02/01/2001	
FORDEN CENTER TOWERS	WI	Completed**	07535291	01/08/2001		01/08/2001	NANCY J RICHARDS
LA CORONA APARTMENTS	WI	Completed**	07535249	03/20/2001		03/15/2001	
MARNETTE WOODS	WI	Completed**	07535264	11/13/2000		11/13/2000	NANCY J RICHARDS
WESTPORT MEADOWS	WI	Completed**	07535218	01/11/2001		01/16/2001	
<b>PAE Total</b>				<b>11</b>	<b>0</b>	<b>11</b>	
<b>Underwriting Region Total</b>				<b>11</b>	<b>0</b>	<b>11</b>	
<b>OMHAR Region Total</b>				<b>14</b>	<b>0</b>	<b>11</b>	

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Figure 10-16, Underwriting Tracking Report